

CITY PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
440 Civic Center Plaza, Richmond, CA 94804
Thursday, August 21, 2025, 6:30 p.m.

Commissioners - Board Officers

Jonathan Harrison, Chair
Bruce Brubaker, Vice-Chair
Gay Timmons, Secretary

Commissioners - Board Members

Alexander Golovets	Vacant
Rachel Lockett	Vacant

The following provides information on how the public can participate in this meeting via teleconference:

To participate by computer:

<https://zoom.us/join>

Webinar ID: 831 1145 5351

Password: planning

To participate by phone only:

United States Toll: +1-669-900-6833 or 1-253-215-8782 or 1-346-248-7799

Webinar ID: 831 1145 5351

Password: 47836713

Public comments may be submitted in multiple ways:

1. Via email to planning@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, 2nd Floor, Community Development, Richmond, CA 94804.

Written comments MUST contain the following in the subject line:

- 1) Open Forum for public comments for items not on the agenda, or
- 2) Public Comments – Agenda item #__ [include the agenda item number].

All such emails and letters will be posted online and emailed to the Planning Commission before the meeting is called to order. No email will be read into the record. Due to the high volume of emails received, emails that do not contain the correct identifying information in the subject line may not become part of the record.

3. Via Zoom from members of the public participating by computer.

Written comments received after 3pm on the day of the meeting and up until the public comment period on the relevant agenda item is closed, will be part of the official meeting record, and will be posted online following the meeting.

All comments received by the close of the public comment period will be posted online 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.

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 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.

PLANNING COMMISSION MEETING

8/21/2025

ROLL CALL

APPROVAL OF MINUTES

CONSENT CALENDAR:

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 ITEM

1. **PLN25-087: Chevron Food Mart Beer and Wine Sales**

PUBLIC HEARING to consider a Conditional Use Permit to allow beer and wine retail sales at a Chevron gas station food mart at 2900 Hilltop Mall Road (APN: 405-302-010). CM-5, Commercial Mixed Use, Activity Center District.

Jaswinder Singh, owner; Ron Cole, applicant

Planner: Pete Srivarom

Tentative Recommendation: Conditional Approval

STUDY SESSION

2. **PLN23-344: Hilltop Horizon Specific Plan**

STUDY SESSION to present and receive Planning Commission comments on the draft Land Plan Concept developed for the Hilltop Horizon Specific Plan. (APNs: 405-290-068-7; 405-290-069-5; 405-290-070-3; 405-290-071-1; 405-302-010-5; 405-302-014-7; 405-302-016-2; 405-302-017-0; 405-302-018-8; 405-302-019-6; 405-303-003-9; 405-303-011-2; 405-303-012-0; 405-303-013-8; 405-303-015-3; 405-304-002-0; 405-320-001-2; 405-320-004-6; 405-320-005-3; 405-320-006-1; 405-320-007-9; 405-320-008-7; 405-320-009-5; 405-320-010-3; 405-320-011-1; 405-320-012-9; 405-320-013-7; 405-320-015-2; 405-320-016-0; 405-320-017-8. CM-5, Commercial Mixed Use, Activity Center; CR, Regional Commercial District.

City of Richmond, applicant

Planner: Michele Morris

Tentative Recommendation: Receive Comments

COMMISSION BUSINESS

3. 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 Nickie Mastay, ADA Coordinator, at (510) 620-6810 at least three business days before the meeting date.