

**PLANNING COMMISSION REGULAR MEETING
COUNCIL CHAMBERS, RICHMOND CITY HALL**
450 Civic Center Drive, Richmond, CA
December 5, 2013
6:30 p.m.

COMMISSION MEMBERS

Sheryl Lane, Chair	Eduardo Martinez
Roberto Reyes	Andrew Butt
Ben Choi	Marilyn Langlois
Melvin Willis	

The regular meeting was called to order by Chair Lane at 6:32 p.m.

Chair Lane led in the Pledge of Allegiance.

ROLL CALL

Present: Chair Lane, Vice Chair Choi, Commissioners Butt, Martinez, Reyes

Absent: Secretary Langlois and Commissioner Willis

INTRODUCTIONS

Staff Present: Richard Mitchell, Director of Planning and Building Services; Jonelyn Whales, Senior Planner; James Atencio, Assistant City Attorney

MINUTES

October 9, 2013:

ACTION: It was M/S (Martinez/Reyes) to approve the minutes of October 9, 2013, which carried unanimously (Langlois and Willis absent).

AGENDA

Chair Lane provided an overview of meeting procedures for speaker registration, public comment and public hearing functions. She said items approved by the Commission may be appealed in writing to the City Clerk by Monday, December 16, 2013, by 5:00 p.m. and as needed, announced the appeal process after each affected item.

CONSENT CALENDAR

Chair Lane reported that the Consent Calendar consists of one item. She asked if there were any members of the Commission, staff or public who wished to make any changes or recommendations regarding any of the items on the Consent Calendar.

ACTION: It was M/S (Martinez/Choi) to approve the Consent Calendar; unanimously carried (Langlois and Willis absent).

Consent Calendar Item Approved:

- 1. PLN13-270: Big Bites Sandwich Shop** - PUBLIC HEARING to consider a Conditional Use Permit to operate a Sandwich and Ice Cream shop in an existing commercial tenant space at 3051 Cutting Blvd. (APN: 549-072-001). C-1, Neighborhood Commercial District. Helen Yu, owner; Cedric Sweet, applicant; Planner: Jonelyn Whales; Tentative Recommendation: Conditional Approval

BROWN ACT – PUBLIC FORUM – No speakers

COMMISSION BUSINESS

2. Reports of Officers, Commissioners and Staff

Mr. Mitchell stated the City staff recognizes and appreciates the Commissioners for their hard work over 2013, and he distributed Richmond hats as a token of appreciation. He reported that the Council recently took action to explore the prospect of developing the Terminal One site. Sometime during the year, various phases and concepts will be coming to the Commission. He said also to be considered in 2014 will be the Long Range Development Plan and the South Shoreline Specific Plan.

Commissioners wished each other and staff happy holidays.

Adjournment - The meeting was adjourned at 6:48 p.m.