

**MEETING AGENDA
CITY OF PLEASANT HILL PLANNING COMMISSION
JUNE 25, 2013
7:30 PM**

COUNCIL CHAMBERS, 100 Gregory Lane, Pleasant Hill, CA 94523 www.ci.pleasant-hill.ca.us (925) 671-5209

**CHAIR: ROBERT ABBOTT VICE CHAIR: STEVE WALLACE
MEMBERS: BILL BANKERT, JAMES BONATO, ALEX GREENWOOD, DAVID MASCARO, DIANA VAVREK**

Members of the audience wishing to speak on any matter are requested to fill out a card and turn it in to the secretary. Items not on the agenda will be considered during the Public Comment portion of the meeting. Comments on any item under the Public Hearing portion of the agenda will be accepted only when the public hearing is opened for that item. Comments are limited to three minutes per speaker. Presentations made by applicants are limited to a maximum combined time of 15 minutes. If the applicant or his or her representative fails to attend the public hearing concerning their application, the Planning Commission may take action to deny the application. An application may be entertained for continuance upon receipt of written notification of the applicant's inability to attend the hearing. Materials related to an item on this agenda submitted to the Commission after distribution of the packet are available for public review in the City of Pleasant Hill Planning Division at 100 Gregory Lane, Pleasant Hill, CA 94523 during normal business hours. Such documents are also available on the City of Pleasant Hill website at www.ci.pleasant-hill.ca.us subject to staff's ability to post the documents before the meeting.

All matters listed under CONSENT CALENDAR are considered by the Commission to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Commissioner prior to the time Commission votes on the motion to adopt. An appeal of the decision or conditions of the Planning Commission to the City Council must be filed with the City within ten calendar days of the date of the mailed notice of decision. No agenda item will be considered after 10:30 p.m. Remaining items will be rescheduled.

Meeting Broadcasts: Planning Commission meetings are videotaped and broadcast on Comcast Channel 28 and U-Verse Channel 99 on the Thursday following the Tuesday meeting at 7:30pm.

Attention Hearing Aid Wearers: The Council Chambers is equipped with an Assistive Listening System. A receiver with headphone or Tel Coil antenna is available from the ADA Coordinator.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

STAFF INTRODUCTIONS

PUBLIC COMMENT

The public is welcome at this time to address the Planning Commission on any item, with the exception of items scheduled for Public Hearing at this meeting. Comments are limited to three minutes per speaker. Any public comments made regarding an item pending before the Commission do not go into the public record of that item.

MINUTES

[May 28, 2013](#)

CONSENT CALENDAR All matters listed under “Consent Calendar” are considered by the Commission to be routine and will be enacted by one motion. There will be no separate Commission discussion of these items unless requested by a Commissioner prior to the time Commission votes on the motion to adopt.

1. DETERMINATION OF CONFORMANCE WITH CITY OF PLEASANT HILL GENERAL PLAN FOR A PROPOSED VACATION AND DISPOSITION OF CONTRA COSTA WATER DISTRICT PROPERTY AT LITTLE LANE (5 Minutes)

[Staff Report](#)
[Attachments](#)

Consider adoption of a resolution to determine (pursuant to Government Code Section 65402) that a proposal by the Contra Costa Water District to vacate and dispose by sale a property on Little Lane (APN#152-352-048) can be found consistent with the General Plan.

Project Planner: Troy Fujimoto, 925-671-5224, tfujimoto@ci.pleasant-hill.ca.us

STUDY SESSIONS

1. PLN 13-0176, MEGAN TERRACE SUBDIVISION STUDY SESSION, 41 & 55 KATIE COURT AND 160 & 170 CLEVELAND ROAD (30 Minutes)

[Staff Report](#)
[Attachments](#)

A study session to allow Commission input and feedback on a proposed 28-unit, townhouse style, subdivision that would replace four existing single family residences on a site designated in the General Plan for medium density multi-family residential use at an approximate density of 25.2 units per net acre when all four existing parcels are combined. Preliminary development plans for the site indicate that the residential units would be three stories in height (maximum height of 39 feet) and located in six buildings, each with individual two car garages, with access from a newly improved private street on the project site. The zoning for the site is *Planned Unit Development PUD 410* and Assessor’s Parcel Number’s: 149-100-042, 043, 062, 064.

Project Planner: Troy Fujimoto, 925-671-5224, tfujimoto@ci.pleasant-hill.ca.us

2. COTTAGE FOOD OPERATIONS ORDINANCE STUDY SESSION, CITY-WIDE (30 Minutes)

[Staff Report](#)
[Attachments](#)

A study session to allow Commission input and feedback on a proposed cottage food operations ordinance amendment. The amendment is in response to recent State of California legislation that allows individuals to prepare and/or package certain low risk (“non-potentially hazardous”) foods in private residential kitchens subject to specific requirements.

Project Planner: Troy Fujimoto, 925-671-5224, tfujimoto@ci.pleasant-hill.ca.us

DISCUSSION ITEMS

1. ANNUAL ELECTION OF OFFICERS (5 Minutes)

The Commission will elect a new Chair and Vice Chair – At the first meeting in July each year, the Commission elects a Chair and Vice Chair. The newly elected Chair and Vice Chair will preside over the July 9th meeting.

2. REVIEW OF PENDING PLANNING DIVISION APPLICATIONS

Staff will provide the Commission with a brief status report on active pending applications. At their discretion, Commissioners may ask questions and receive an update from staff regarding the status of any pending application.

3. REVIEW OF THE DRAFT AGENDA FOR REGULAR MEETING ON JULY 9, 2013

The next meeting of the Planning Commission will be on July 9, 2013. A draft agenda for this meeting, listing the scheduled agenda items, hearings, and discussion items, was included in the agenda packet for Commissioners to review. At their discretion, Commissioners may ask questions and receive a brief description from staff regarding the agenda.

4. STAFF COMMUNICATIONS

Staff may provide the Commission with a brief update on matters of general interest and/or suggest topics for consideration on future agendas.

COMMISSIONER REPORTS AND ANNOUNCEMENTS

1. REPORTS from Commissioners on Meetings or Conferences Attended at City Expense.
2. ANNOUNCEMENTS and comments from Commissioners.

Adjourn to a regular meeting of the Planning Commission on July 9, 2013, at 7:30 P.M., in the City Hall Council Chambers, 100 Gregory Lane.