

**MEETING AGENDA
CITY OF PLEASANT HILL
ZONING ADMINISTRATOR MEETING**

**March 10, 2016
5:00 P.M.**

www.pleasanthillca.org (925) 671-5209

Public Works and Community Development Conference Room, 100 Gregory Lane, Pleasant Hill, CA 94523

Members of the audience wishing to speak on any matter are requested to fill out a card and turn it in to the Zoning Administrator. 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 Zoning Administrator 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 Zoning Administrator 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.pleasant-hill.ca.us subject to staff's ability to post the documents before the meeting. An appeal of the decision or conditions of the Zoning Administrator to the Planning Commission must be filed in writing with the City within 10 calendar days of the mailed notice of decision.

Attention: If, due to a disability, a reasonable accommodation is needed to participate in this meeting, please contact the ADA Coordinator 72 hours in advance of the meeting at (925) 671-5221 or via California Relay at 711."

CALL TO ORDER

PUBLIC COMMENT

The public is welcome at this time to address the Zoning Administrator on any item, with the exception of items scheduled for Public Hearing. Comments are limited to three minutes per speaker. Persons wishing to speak under this opportunity should identify themselves to the Zoning Administrator prior to the start of the meeting.

PUBLIC HEARINGS

1. PLN 15-0351 – PHAM DDS MINOR USE PERMIT AT 620 CONTRA COSTA BLVD.

[Staff Memorandum](#)
[Attachments](#)

The applicant is requesting approval of a Minor Use Permit for a *medical office* use (Pham DDS). Specifically, the applicant is requesting approval of a Minor Use Permit for 100% office use, in a 5,136 gross square foot ground-floor tenant space, within an existing 22,680 gross square foot two-story building (note: this tenant space was previously occupied by a *Bank* use). Section 18.25.020 of the Zoning Ordinance states that office use (in a *RB* zoning district) is "permitted on the second floor or when conducted as an accessory use with a permitted use on the site, occupying no more than 25% of the floor area." The ordinance also states that, "additional office space may be allowed upon approval of a use permit." The proposal includes various site improvements, including: 11 new parking spaces (for a total of 70 on-site spaces), a new trash enclosure and an additional 1,750 square feet of landscape area. The subject site is located at the northwesterly corner of Cottonwood Drive and Contra Costa Boulevard. The site is zoned *RB – Retail Business*. Assessor Parcel Number: 153-270-004.

CEQA Determination: Exempt, pursuant to CEQA Guidelines Section 15301 (Class I, Existing Facilities).

Project Planner: Jeff Olsen, 925-671-5206 jolsen@pleasanthillca.org

ADJOURNMENT

Adjourn to the next scheduled meeting of the Zoning Administrator on Thursday, March 24, 2016, at 5:00 P.M., in the Public Works and Community Development Conference Room, 100 Gregory Lane.