



CITY OF PITTSBURG PLANNING COMMISSION AGENDA

JULY 14, 2026

**CITY HALL COUNCIL CHAMBER
65 CIVIC AVENUE, PITTSBURG, CA**

**REGULAR MEETING
7:00 PM**

Planning Commission Members

**Donna Smith, Chair
Elissa Robinson, Vice-Chair
Jennifer Ingram, Commissioner
Deandra Stokes, Commissioner
Ivelina Popova, Commissioner
Reilly Kent, Commissioner
Sarah Foster, Commissioner**

Any member of the public who wishes to address the Commission should complete a Speaker's Card, available on the public counter below the dais. Please note on the card the agenda item number, or, for items not listed on this agenda, a brief description of the issue on which you would like to address the Commission. Give the completed form to the Minutes Clerk or a staff member, who will give the card to the Commission Chair. The Chair will invite the speaker(s) to the podium at the appropriate time during the meeting. Each individual will be given three minutes to address the Commission, unless additional time is allowed as provided for spokespersons. Prior to speaking, each speaker is requested to state his or her name and business and city of residence in a clear and audible tone of voice. For items listed under the "Public Hearings" or "Commission Consideration" portions of this agenda, the public hearing or public comment period will follow a brief presentation on the item by Planning Department staff and/or the project applicant.

A decision by the Planning Commission is not final until the appeal period expires 10 calendar days after the date the decision occurred. The applicant, City Council member(s), City Manager, or any affected person may appeal the denial, approval, recommendation, or any condition of approval of an item within the 10-day appeal period. A completed appeal form and the applicable filing fee must be filed with the City Planner, 65 Civic Avenue, Pittsburgh. The appeal form must include the name and address of the appellant and state the reasons for the appeal. The appeal will be set for City Council consideration and appropriate public notification given.

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This agenda was posted in City Hall on Friday, July 10, 2026

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

DELETIONS, WITHDRAWALS OR CONTINUANCES

CONSENT

1. Minutes

Minutes of June 9, 2026

ZONING ADMINISTRATOR REPORTS

2. Notice of Intent to Exercise Delegated Design Review Authority and Notice of Intent to conduct a Zoning Administrator Public Hearing

The Zoning Administrator submits one Notice of Intent to Exercise Delegated Design Review Authority and one Notice of Intent to conduct a Zoning Administrator Public Hearing for a Tree Removal Permit to remove three (3) protected trees, pursuant to Pittsburgh Municipal Code Section 18.84.835 (F).

COMMITTEE REPORTS

COMMENTS FROM THE AUDIENCE

STAFF COMMUNICATIONS

ADJOURNMENT OF PLANNING COMMISSION MEETING

NOTICE TO PUBLIC

GENERAL INFORMATION

Copies of the open session agenda packets, as distributed to the City Council, are on file in the office of the City Clerk, 65 Civic Avenue, Pittsburg, California, and are available for public inspection, beginning 72 hours in advance, during normal business hours (8:00 a.m. – 5:00 p.m., Monday through Friday, except City holidays). Full agenda packets are also located on the City's website at www.pittsburgca.gov. If any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports or documents will be available for public inspection in the City Clerk's Office and on the day of the meeting in the Council Chamber at the public counter area below the dais.

SPEAKER'S CARD

Members of the audience who wish to address the City Council on issues that are not scheduled for the agenda and on any items listed as part of the agenda should complete a Speaker's Card available at the dais. Please read the card carefully in order to fill out the card properly. Submit the completed card to the City Clerk before the item is called, preferably before the meeting begins. Individuals will be given up to three minutes to address the Council unless additional time is allowed as provided for spokespersons. Speakers are not permitted to yield their time to another speaker. Prior to speaking, each member of the public shall state their name and business and City of residence in a clear and audible tone of voice. Pursuant to the Brown Act, no action may be taken by the City Council on items not already scheduled on the agenda; however, the City Council may refer your comments/concerns to staff or request that the item be placed on a future agenda.

PUBLIC HEARINGS

Persons who wish to speak on Public Hearings listed on the agenda will be heard when the Public Hearing is opened, except on Public Hearing items previously heard and closed to public comment. After the public has commented, the item is closed to public comment and brought to the Council/Agency level for discussion and action. Further comment from the audience will not be received unless requested by the Council/Agency.

There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure Section 1094.6). Further, if you challenge an action taken by the City Council in court, you may be limited, by California law, including but not limited to Government Code Section 65009, to raising only those issues you or someone else raised in the public hearing, or in written correspondence delivered to the City Council prior to or at the public hearing. The City Council may be requested to reconsider a decision if the request is made prior to the next City Council meeting, regardless of whether it is a regular or special meeting.

NOTICE TO THE DISABLED AND VISUALLY OR HEARING IMPAIRED

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The Council requests that you observe the order and decorum of our Council Chamber by turning off or setting to vibrate all cellular telephones and electronic devices, and that you refrain from making personal, impertinent, or slanderous remarks. Boisterous and disruptive behavior while the Council is in session, and the display of signs in a manner which violates the rights of others or prevents others from watching or fully participating in the Council meeting, is a violation of our Municipal Code and any person who engages in such conduct can be ordered to leave the Council Chamber by the Mayor.

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**MINUTES
OF A REGULAR MEETING
OF THE
PITTSBURG PLANNING COMMISSION**

June 9, 2026

A regular meeting of the Pittsburg Planning Commission was called to order by Chair Smith at 7:05 p.m. on Tuesday, June 9, 2026, in the Council Chambers at City Hall, 65 Civic Avenue, Pittsburg, California.

ROLL CALL

Present: Chair Smith, Vice-Chair Robinson, Commissioners, Kent, Popova, Stokes

Absent: Commissioner Ingram

Staff: Assistant Director of Community and Economic Development John Funderburg,
Assistant Director of Public Works/Engineering Gina Haynes, Associate Planner
Kelsey Gunter, Administrative Analyst I Candace Hatch

PLEDGE OF ALLEGIANCE

Commissioner Stokes led the Pledge of Allegiance.

DELETIONS, WITHDRAWALS OR CONTINUANCES

There were no deletions, withdrawals or continuances.

COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

CONSENT

1. Minutes

Minutes of May 26, 2026

2. Esperanza Apartments at San Marco (Village M), Extension of Design Review Approval, AP-26-0060 (EXT)

A request to approve a third, three-year extension of approval for design review of plans to construct a 318-unit apartment complex, consisting of twelve three-story buildings and one clubhouse, on a 13.3-acre site located at 2009 W Leland Road and known as 'Village M' of the San Marco PD (Planned Development, Ordinance No. 24-1519) District. Assessor's Parcel Nos. 091-050-068 and portion of 091-050-069.

3. 7 Brew Coffee – Freestanding Monument Sign, AP-26-0056 (SR)

An application submittal by Russo Orsi of Forza Development on behalf of 7 Brew Coffee, requesting approval of Sign Review application to construct a 5-foot-tall freestanding monument sign, located at 2155 Railroad Avenue. The site is located within the Transit Village Subarea of the Railroad Avenue Specific Plan (RASP) and has CC-Community Commercial zoning land use classification. Assessor's Parcel No. 088-183-011.

On a motion by Commissioner Popva, approving the consent item(s), seconded by Commissioner Foster:

AYES: Foster, Kent, Popova, Robinson, Smith, Stokes
NAYES: None
ABSTAIN: None
ABSENT: Ingram

Secretary Funderburg updated the Commissioners on the arrival of Commissioner Ingram at 7:08 pm.

PUBLIC HEARING

4. Blue Wave Car Wash Time Extension, AP-26-0016 (EXT), AP-21-1562 (UP, DR, RZ)

A public hearing was held for a request to approve a three-year time extension of the Use Permit and Design Review approval entitlement for the Blue Wave Car Wash project (AP-21-1562). Blue Wave Car Wash was originally recommended for approval by the Planning Commission to City Council under Planning Commission Resolution No. 10213. The City Council subsequently adopted Ordinance No. 23-1506 and Resolution No. 23-14236 and 23-14237, approving the project. The Blue Wave Car Wash entitlements were set to expire on February 6, 2026. On January 29, 2026, the applicant filed a request for a three-year time extension. The parcel is located in the CC-O (Community Commercial with a Limited Overlay) Zoning District and is identified as 1160 East Leland Road. Assessor's Parcel No. 088-230-028.

Associate Planner Kelsey Gunter gave a presentation.

Applicant Isaac Suarez spoke on behalf of the project.

Acting Chair Robinson opened the public hearing.

Public Comment was received by the following:

Joe Kidron, Business owner

Charles Olson, Applicants Attorney

There were no other public comments, Acting Chair Robinson closed the public hearing.

On a motion by Vice-Chair Robinson, approving a three-year time extension of the Use Permit and Design Review approval entitlement for the Blue Wave Car Wash project (AP-21-1562), Assessor's Parcel No. 088-230-028, seconded by Commissioner Foster:

AYES: Foster, Ingram, Kent, Popova, Robinson, Smith, Stokes
NAYES: None
ABSTAIN: None
ABSENT: None

STAFF COMMUNICATIONS

Secretary Funderburg provided an update to the Planning Commission on the tentatively scheduled items for upcoming meetings.

One (1) items tentatively to be presented at the June 9, 2026, meeting:

1. AP-21-1570 Public Hearing for Revocation of Use Permit for Day Spring Spa – Public Hearing for the Revocation of Use Permit NO. 21-1570 (Adopted under Planning Commission Resolution NO. 10171), which established a foot reflexology and message therapy business within an existing 1,536 square-foot commercial space located at 1353 Buchanan Road. The property is located within the Highlands Square Shopping Center. Assessor's Parcel No. 088-460.002.

Secretary Funderburg announced that there are no items tentatively scheduled for the July 14, 2026, meeting.

Secretary Funderburg announced that the Pittsburg Police Department will be hosting additional Classic Car Shows on June 11, 2026, and June 25, 2026.

Secretary Funderburg announced that on Thursday, June 11, 2026, at Noon, the City will be hosting a watch party for the FIFA World Cup down at the Maria Center located at 51 Marina.

There were no further staff communications.

COMMITTEE REPORTS

There were no committee reports.

ADJOURNMENT

The meeting was adjourned at 7:51 p.m. to June 23, 2026.

Respectfully Submitted,

John Funderburg, Secretary

**CITY OF PITTSBURG
PLANNING COMMISSION
STAFF REPORT
July 14, 2026**

ITEM: Notice of Intent to Exercise Delegated Design Review Authority and Notice of Intent to conduct a Zoning Administrator Public Hearing

ORIGINATED BY: City of Pittsburgh, Zoning Administrator, 65 Civic Avenue, Pittsburgh, CA 94565

SUBJECT: The Zoning Administrator submits one Notice of Intent to Exercise Delegated Design Review Authority and one Notice of Intent to conduct a Zoning Administrator Public Hearing for a Tree Removal Permit to remove three (3) protected trees, pursuant to Pittsburgh Municipal Code Section 18.84.835 (F).

RECOMMENDATION:

Staff recommends that the Planning Commission acknowledge receipt of the attached Notice of Intent to Exercise Delegated Design Review Authority and Notice of Intent to conduct a Zoning Administrator Public Hearing.

BACKGROUND:

Delegated Design Review Authority

Delegated Design Review Authority: Planning Commission Resolution No. 9444, as later amended by Resolution No. 9918, allows for delegation of nine categories of design review applications from the Planning Commission to the Zoning Administrator, as follows:

1. Freestanding signs: Applicable to signs not already part of a sign program; must be consistent with sign standards and architecturally compatible with associated building.
2. Wireless Communication Equipment: New or replacement antennas on existing poles and their related equipment.
3. Minor Building Remodels: Limited to changes in building colors, awnings, fenestration, and finishes.
4. Changes to Existing Parking Lots.
5. Changes to Existing Landscaping.
6. Additions to Existing Buildings: Additions must be smaller than 2,500 square feet and designed to complement existing building architecture.

Planning Commission Staff Report
Notice of Intent to Exercise Delegated Design Review Authority and Notice of
Intent to conduct a Zoning Administrator public hearing

7. New Model Homes in Approved Subdivisions. Must be consistent with the general size, quality of architecture and materials, and general character of the originally approved models. Must comply with approved zoning development standards.
8. Ancillary Structures: Structures in any district where visual impacts are minimal, including miscellaneous mechanical equipment associated with legal uses in the Industrial Districts.

The intent of the delegation is to allow a more efficient approval process for non-controversial design review applications, without compromising the integrity of the design review process or removing from public scrutiny those projects that would be most visible or of high interest to the general public. Prior to approving any delegated design review application, the Zoning Administrator must notify the Commission of his or their intent to exercise delegated design review authority. Copies of resolutions approving any delegated design review application must also be provided to the Commission.

Zoning Administrator Hearing

Pursuant to Pittsburg Municipal Code (PMC) Section 18.84.845(A), approval by the Zoning Administrator is required prior to the removal of any protected tree. The project applicant, Lance Davis of BrightView Landscapes, Inc., on behalf of the property owner, Cardenas Markets, is requesting authorization to remove three (3) protected trees, as defined in PMC Section 18.84.835(F).

“Protected tree” is defined as any of the following:

1. A California native tree, as identified in the Calflora online database of wild California plants, that measures at least 50 inches in circumference (15.6 inches diameter) at four and one-half feet above grade, regardless of location or health; or
2. A tree of a species other than a California native that measures at least 50 inches in circumference at four and one-half feet above grade and is either on an undeveloped property, located on public property or within the right-of-way, or located on private property and is found to provide benefits to the subject property as well as neighboring properties, subject to determination by the city planner; or
3. A tree required to be planted, relocated, or preserved as a condition of approval of a tree removal permit or other discretionary permit, and/or as environmental mitigation for a discretionary permit.

The request has been filed due to all three trees having surface roots that have extended under the paved walking/biking path area and have raised the pavement as much as four to five inches (4”-5”).

Planning Commission Staff Report
Notice of Intent to Exercise Delegated Design Review Authority and Notice of
Intent to conduct a Zoning Administrator public hearing

PROJECT DESCRIPTION:

Since the last Commission meeting, staff has received one application requesting a Zoning Administrator Hearing and one requiring Delegated Design Review Authority under Resolution No. 9918:

1. Brightview Landscapes Inc - Tree Removal Permit, AP-26-0029 (TRP)

This is an application by Lance Davis of Brightview Landscapes Inc., on behalf of the property owner requesting Zoning Administrator approval of a Tree Removal Permit to remove three (3) protected trees, as defined per Pittsburg Municipal Code (PMC) section 18.84.830 (F). The project site is located at 2100 Railroad Avenue, Pittsburg, CA 94565. The site is located within the Railroad Avenue Specific Plan (RASP). Assessor's Parcel No.: 087-030-068.

This project is delegated to the Zoning Administrator under PMC section 18.84.850(C).

2. 1187 Railroad Lane – Façade Improvements, AP-26-0072 (ADR)

This is a Zoning Administrator consideration of an Application for Administrative Design Review by Veronica Garcia, requesting to improve the exterior of the commercial building located at 1187 Railroad Lane (APN 086-132-008) within the Service Commercial (CS) Zoning District. The proposed project includes the removal and replacement of the existing storefront windows, aluminum framing, and entry door with a new commercial storefront system. The replacement storefront will feature dark bronze anodized aluminum framing and 1-inch Lo-E 60 Solarban tempered glass. The existing storefront openings, dimensions, and overall building configuration will remain unchanged, and no structural modifications are proposed. The project also includes repainting the building's exterior stucco surfaces using the existing color scheme. No changes are proposed to the building's architectural style, exterior materials, or color palette.

This project is delegated to staff under Category 3 (Minor Building Remodels) of Planning Commission Resolution No. 9918.

GENERAL PLAN/CODE COMPLIANCE:

Delegated Design Review Authority: Resolution No. 9918 established nine categories of design review applications upon which the Commission would authorize the Zoning Administrator to act. Resolution No. 9918, and PMC section 18.10.100, direct staff to notify the Planning Commission of intent to exercise delegated design review authority on any application that falls within one of those nine categories, prior to approving the application. Upon receiving such notification, a majority of the Commission may direct that the matter be scheduled for future consideration by the entire Commission.

Planning Commission Staff Report
Notice of Intent to Exercise Delegated Design Review Authority and Notice of
Intent to conduct a Zoning Administrator public hearing

Resolution No. 9918 also directs staff to keep the Commission informed about delegated design review application approvals by providing copies of resolutions adopted by the Zoning Administrator.

Zoning Administrator Public Hearings: PMC sections 18.32.010 and 18.850.C., authorize the Zoning Administrator to hear and decide on applications for approval of variances, exceptions to fence regulations, tree removal permits. large day care homes, small recycling facilities, and wireless telecommunications collocation facilities. PMC section 18.10.100 directs the Zoning Administrator to notify the Planning Commission of his or her intent to schedule and conduct a public hearing on any application for which the Zoning Administrator is authorized to act, prior to the Zoning Administrator acting on the application.

ANALYSIS:

Not applicable.

ACTION REQUIRED:

Acknowledge receipt of the attached Notices of Intent.

ATTACHMENTS:

1. Brightview Landscapes Inc - Tree Removal Permit, AP-26-0029 (TRP)-NOI
2. 1187 Railroad Lane – Façade Improvements, AP-26-0072 (ADR)-NOI
3. PC Resolution No. 9918

Prepared by: John Funderburg, Zoning Administrator

**NOTICE OF INTENT
TO CONDUCT A ZONING ADMINISTRATOR PUBLIC HEARING
PURSUANT TO PMC 18.84.850.**

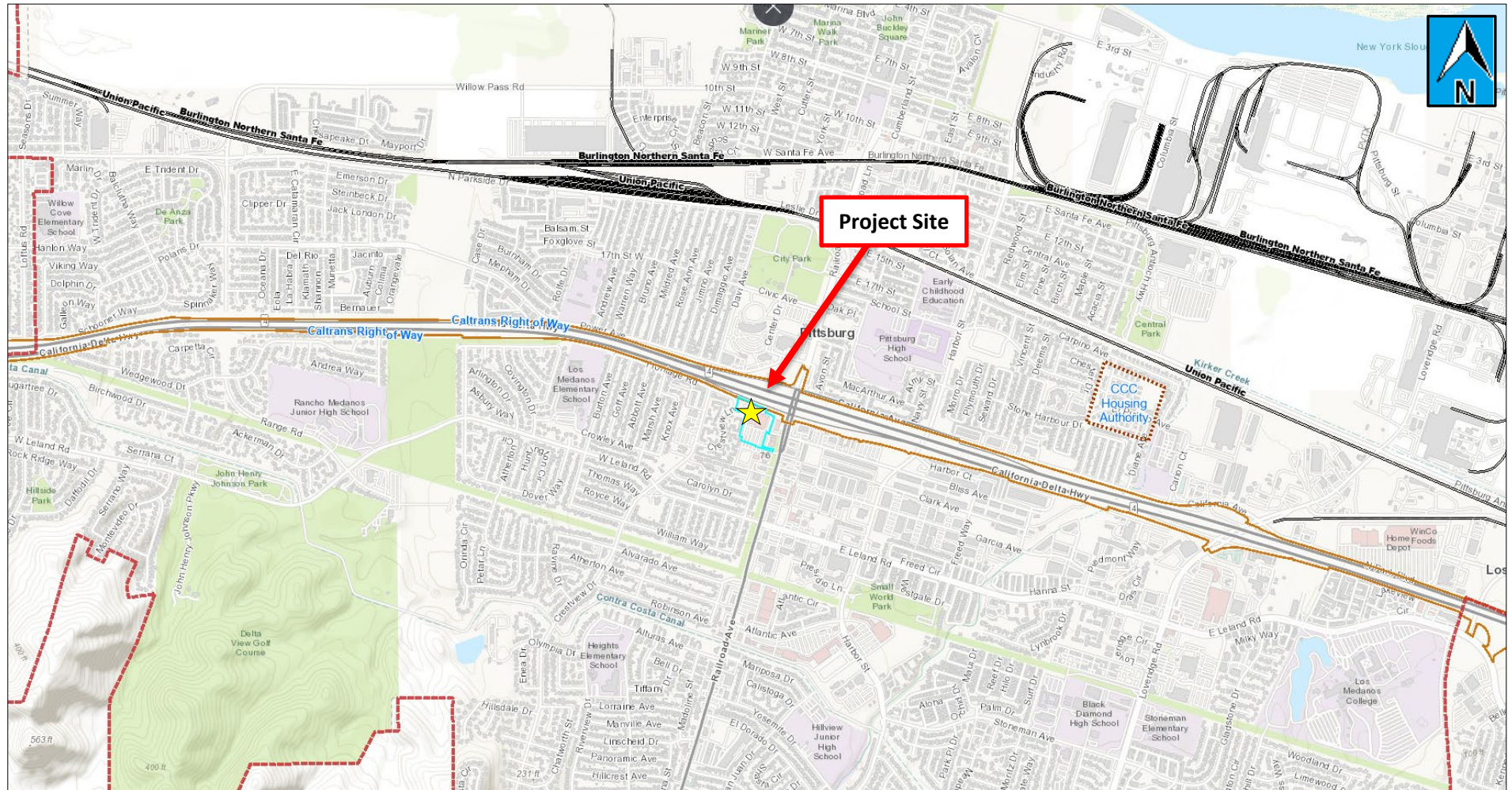
Tree Removal Permit at 2100 Railroad Avenue, AP-26-0029 (TRP).

This is an application by Lance Davis of Brightview Landscapes Inc., on behalf of the property owner requesting Zoning Administrator approval of a Tree Removal Permit to remove three (3) protected trees, as defined per Pittsburg Municipal Code (PMC) section 18.84.830 (F). The project site is located at 2100 Railroad Avenue, Pittsburg, CA 94565. The site is located within the Railroad Avenue Specific Plan (RASP). Assessor's Parcel No.: 087-030-068.

This project is delegated to the Zoning Administrator under PMC section 18.84.850(C).

Cardenas Tree Removal (TRP) – Aerial View

AP-26-0029	2100 Railroad Avenue
Tree Removal Permit	APN: 087-030-068



Cardenas Tree Removal (TRP) – Aerial View

AP-26-0029	2100 Railroad Avenue
Tree Removal Permit	APN: 087-030-068





4931 Pacheco Blvd.
Martinez, CA 9455

1/08/2026

Level 1 Arborist Report

Location: Cardenas Mexican Market @ 2100 Railroad Ave. Pittsburg, CA 94565, the trees are located at the rear of the property by the loading dock.

Species: California Pepper (Schinus molle) Heights: 25' - DBH: 12" / 26' - DBH: 21.5" / 34' - DBH: 23"

Nature of Work: Request permission to remove (3) California Pepper trees and grind stumps to 4" below ground level.

Condition: These California Pepper trees are in generally good health with little to no evidence of disease or infestation and no significant die-back or root rot.

Category: 1

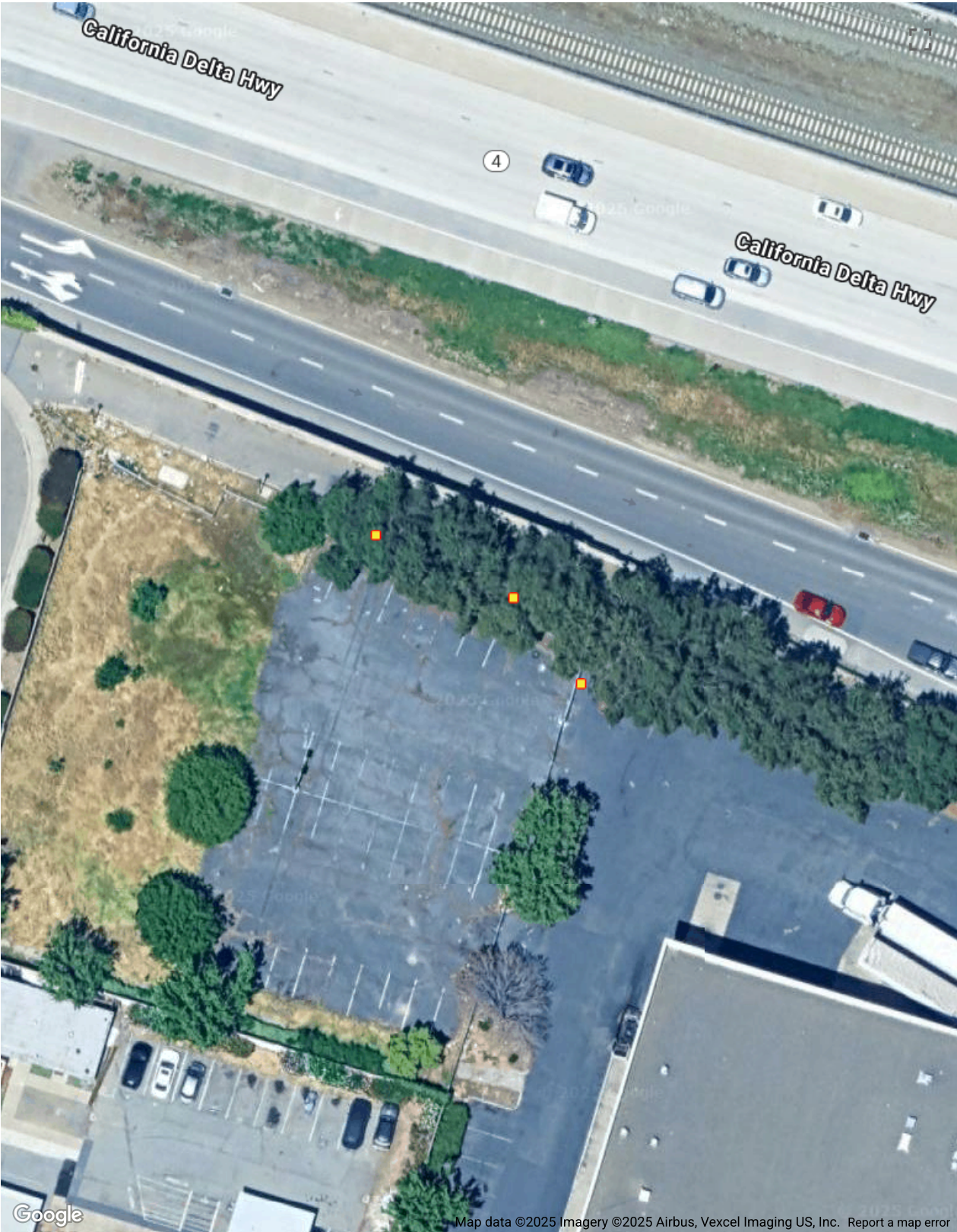
Reasons for Removal: All three trees have surface roots that have extended under the paved walking/biking path and they have raise the pavement as much as 4"-5" creating several trip hazards. The property owner has been cited by the City of Pittsburg for this hazard.

Arborist Recommendation: It is my opinion that the only remedy to eliminate the tripping hazard would be to remove the 3 California Pepper trees, grind the stumps down to 4" below grade, and then remove the pavement and remove the surface roots causing the trip hazards, level the grade and repave the walking/biking path.

Lance Davis

Lance Davis
ISA Certified Arborist: WE-13964A
TRAQ Qualified Tree Risk Assessor
925.490.5092

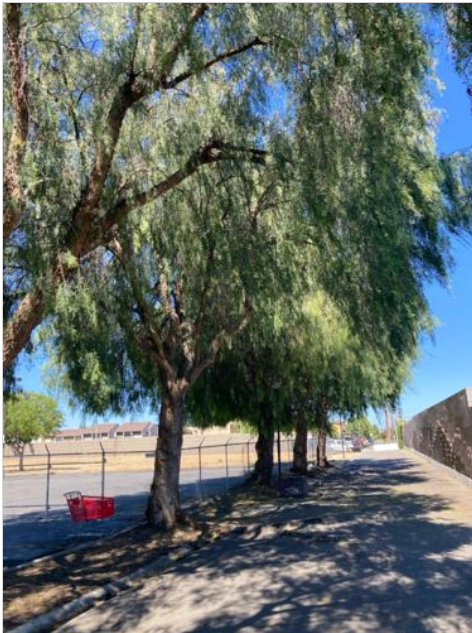
Cardenas Mexican Market - California Pepper Tree Removals 2025



Legend (3)
California Peppe... (3)

Cardenas Mexican Market - California Pepper Tree Removals 2025

Proposal #1194999 12-08-2025



May 22, 2025

Schinus molle ID# 6
California Pepper Tree
Height: 16'-30'
Health: 60% - Fair



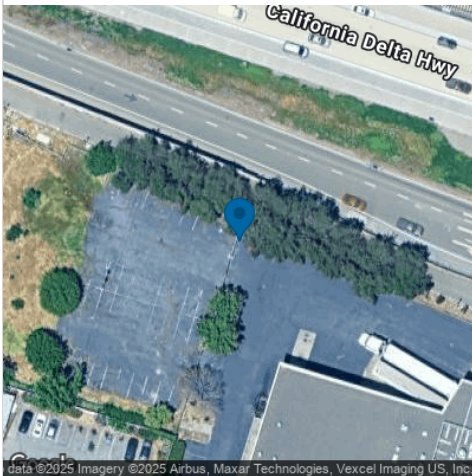
May 22, 2025

Schinus molle ID# 7
California Pepper Tree
Height: 16'-30'
Health: 60% - Fair

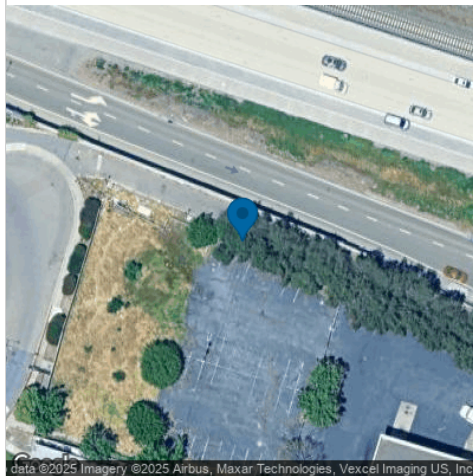


May 22, 2025

Schinus molle ID# 9
California Pepper Tree
Height: 31'-45'
Health: 60% - Fair



Removal and Stump Grind to Ground Level



Removal and Stump Grind to Ground Level



Removal and Stump Grind to Ground Level

**NOTICE OF INTENT
TO EXERCISE DESIGN REVIEW AUTHORITY DELEGATED TO STAFF PURSUANT
TO PLANNING COMMISSION RESOLUTION NO. 9918**

1187 Railroad Lane – Façade Improvements, AP-26-0072 (ADR)

This is a Zoning Administrator consideration of an Application for Administrative Design Review by Veronica Garcia, requesting to improve the exterior of the commercial building located at 1187 Railroad Lane (APN 086-132-008) within the Service Commercial (CS) Zoning District. The proposed project includes the removal and replacement of the existing storefront windows, aluminum framing, and entry door with a new commercial storefront system. The replacement storefront will feature dark bronze anodized aluminum framing and 1-inch Lo-E 60 Solarban tempered glass. The existing storefront openings, dimensions, and overall building configuration will remain unchanged, and no structural modifications are proposed. The project also includes repainting the building's exterior stucco surfaces using the existing color scheme. No changes are proposed to the building's architectural style, exterior materials, or color palette.

This project is delegated to staff under Category 3 (Minor Building Remodels) of Planning Commission Resolution No. 9918.

Project Site – 1187 Railroad Lane



1187 Railroad Lane – Administrative Design Review Elevations

From Applicant

ADMINISTRATIVE DESIGN REVIEW

FRONT (RAILROAD AVENUE ELEVATION)

BEFORE – EXISTING CONDITIONS



PROPOSED – AFTER IMPROVEMENTS



ANGLED VIEW (LOOKING EAST)

BEFORE – EXISTING CONDITIONS



PROPOSED – AFTER IMPROVEMENTS



SCOPE OF WORK

MATERIALS & FINISHES

June 10, 2026

From Applicant

City of Pittsburg
Planning Department

Re: Administrative Design Review Application
Property Address: 1187 Railroad Avenue, Pittsburg, CA 94565

To Whom It May Concern:

We as the property owners are proposing exterior improvements to the commercial building located at the above address.

The scope of the work includes the removal and replacement of the existing storefront windows, aluminum framing, and entry door with new updated commercial windows. The proposed storefront will consist of dark bronze anodized aluminum framing with 1- inch Lo- E 60 Solarban tempered glass. The existing storefront openings, dimensions, and overall building configuration will remain unchanged. No structural modifications are proposed.

In addition, the exterior stucco surfaces of the building will be repainted using the existing color scheme. No changes to the building's architectural style, materials, or color palette are proposed.

Attached are photographs of the existing building and product information for the proposed storefront for your review.

Thank you for your consideration. Please let us know if any additional information is required.

Best,

Veronica Garcia
Marco Garcia

BEFORE THE PLANNING COMMISSION OF THE CITY OF PITTSBURG

In the Matter of:

Resolution Amending the Categories of Eligible)
Projects and Revising the Procedures for) Resolution No. 9918
Delegating Design Review Authority of Certain)
Types of Projects to the Zoning Administrator)

The Planning Commission DOES RESOLVE as follows:

Section 1. Background

- A. On August 26, 2003, the Planning Commission adopted Resolution No. 9444 in an effort to streamline the planning review process for certain projects that the Commission had determined to be routine in nature and have minimal visual impacts on the surrounding community. This resolution authorized various types of projects to be reviewed by the Zoning Administrator rather than the Planning Commission, including "Wireless Communication Antennas, Monopoles and Related Structures and Equipment."
- B. On August 14, 2012, in response to recent Commission concerns regarding the approval process for wireless telecommunication equipment, a study session was conducted with the Planning Commission to review proposed updates to the existing design review delegation procedures. At this study session, the consensus of a majority of Commissioners was to keep all staff proposed changes, with an added clarification on the recommended voting process (Section B) for calling up items to be reviewed by the Commission.
- C. Proposed changes to the existing staff delegated design review authority (as presented during the August 14, 2012, study session) generally include: 1) a modification to the text of category 2, "Wireless Communication Antennas, Monopoles and Related Structures and Equipment," intended to separate out construction of new wireless telecommunications facilities from requests for modifications to existing facilities, with the only latter retaining eligibility for delegated review by the Zoning Administrator; 2) a revision to Category 3 to clarify that it applies to all minor building remodels and not just 'storefront' remodels; 3) a consolidation of Category 7 (changes in building colors) into Category 3; 4) a clarification to Category 9 to confirm application within all districts, not just Industrial areas; and 5) a clarification within Section B clarifying that a Commissioner's request to rescind delegated authority for a specific application, otherwise eligible for Zoning Administrator review, must be supported by a majority of the Commissioners present.
- D. Pittsburgh Municipal Code (PMC) Section 18.10.020, *Powers and Duties of the Planning Commission*, grants primary design review authority to the Planning

Commission. In 2003 the Planning Commission delegated its review and approval authority of certain routine and non-controversial application types to the Zoning Administrator through the adoption of Resolution No. 9444. Changes or revisions to Resolution No. 9444 fall within the same category as the original delegation, which the Commission has authority to approve under PMC 18.10.020.

- E. PMC Section 18.10.030 identifies the City Planner as the Zoning Administrator, and in accordance with PMC Section 18.10.100, the City Planner will continue to give notice to the Planning Commission of intent to exercise any authority that the Commission previously granted, including the authority to review and approve staff delegated design review applications.
- F. Staff would continue to be responsible for reviewing delegated applications for compliance with the General Plan, City Codes and adopted Design Guidelines, and the Zoning Administrator would continue to be required to make findings for approval and identify evidence to support the required findings, consistent with PMC Section 18.36.220(B). Approved resolutions would continue to be signed by the Zoning Administrator and no separate staff reports would be prepared on these items.
- G. Copies of all Zoning Administrator approved resolutions would continue to be forwarded to the Commission in its packet for the next regularly scheduled meeting.
- H. The proposed action delegating certain Planning Commission discretionary authority to the Zoning Administrator is not considered a project, as defined by the Public Resources Code section 21065, of the California Environmental Quality Act (CEQA).
- I. On September 25, 2012, the Planning Commission considered the proposed revisions to the staff delegated design review authority process as previously established by adoption of Resolution No. 9444.

Section 2. Decision

- A. The Planning Commission hereby delegates discretionary Design Review Authority to the Zoning Administrator, for the following types of applications, when categorically or statutorily exempt from the provisions of CEQA:
 - 1. Freestanding Signs. Applicable to signs not already part of a sign program; must be consistent with sign standards and architecturally compatible with associated building.
 - 2. Wireless Communication Equipment. New or replacement antennas on existing poles and their related equipment.

3. Minor Building Remodels. Limited to changes in building colors, awnings, fenestration, and finishes.
 4. Changes to Existing Parking Lots.
 5. Changes to Existing Landscaping.
 6. Additions to Existing Buildings. Additions must be smaller than 2,500 sq. ft. and designed to complement existing building architecture.
 7. New Model Homes in Approved Subdivisions. Must be consistent with the general size, quality of architecture and materials, and general character of the originally approved models. Must comply with approved zoning development standards.
 8. Ancillary Structures. Structures in any district where visual impacts are minimal, including miscellaneous mechanical equipment associated with legal uses in Industrial Districts.
- B. In compliance with PMC Section 18.10.100, staff shall prepare a list and brief description along with a copy of the project plans when applicable, of new pending applications for which the Zoning Administrator intends to exercise delegated design review authority, and submit it to the Commission at a Commission meeting prior to taking any action on the applications. Any member of the Planning Commission may then request at that time to have the matter scheduled for future consideration by the entire Commission. The Commission must approve the request as a group through a majority vote, prior to scheduling the item for future consideration.
 - C. Staff shall continue to prepare resolutions of approval, when appropriate, describing the project, project location, applications being filed, required findings to approve the project and identifying evidence to support the required findings. Resolutions shall be signed by the Zoning Administrator and continue to have conditions of project approval, where applicable.
 - D. To keep the Commission informed about what applications are processed under this proposal, copies of all Zoning Administrator approved resolutions shall be forwarded to the Commission in its packet for the next regularly scheduled meeting.
 - E. If the Zoning Administrator does not believe he/she can make the required design review findings to approve a project, and the applicant is unwilling or unable to make the changes requested, the application shall automatically be referred to the Commission for action on the design review application.

Section 3. Effective Date

This resolution shall take effect immediately upon its adoption.

On motion by Commissioner Wirick, seconded by Commissioner Gargalikis, the foregoing resolution was passed and adopted the 25th day of September, 2012, by the Planning Commission of the City of Pittsburg, California by the following vote:

AYES: Fardella, Fogleman, Gargalikis, Kelley, Ohlson, Wirick

NAYES:

ABSTAIN:

ABSENT: Diokno

I hereby certify that the above Resolution No. 9918 was adopted by the Planning Commission of the City of Pittsburg on September 25, 2012.



KRISTIN VAHL POLLOT, SECRETARY
PITTSBURG PLANNING COMMISSION