

Knightsen Town Advisory Council



Kim Carone, Chair

Office of Supervisor Diane Burgis
Contact: Lea Castleberry
3361 Walnut Blvd., Suite 140
Brentwood, CA 94513
925-252-4500

Kim Carone, Chair
Andrew Steudle, Vice Chair
Debbie Allsup, Councilmember
Maria Jehs, Councilmember
Karen Reyna, Councilmember

*The Knightsen Town Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors.*

Knightsen TAC AGENDA

**Tuesday, July 21, 2020
7:30p.m.**

To slow the spread of COVID-19, the Health Officer's Shelter Order of March 31, 2020, prevents public gatherings. In lieu of a public gathering, the Knightsen TAC meeting will be accessible via conference call to all members of the public as permitted by the Governor's Executive Order N29-20.

Board meetings can be accessed as follows:

Dial In: 1-844-517-1271

Access Code: 24583300#

No Host: press #

To access the full agenda packet, please visit:

<https://www.contracosta.ca.gov/AgendaCenter/ViewFile/Agenda/2812?html=true>

The Knightsen Town Advisory Council will provide reasonable accommodations for persons with disabilities planning to attend the meeting. Please contact Lea Castleberry at least 72 hours before the meeting at (925) 252-4500.

Materials distributed for the meeting are available for viewing at the District III Brentwood Office.

1. **Call to Order/Roll Call/Pledge of Allegiance**

2. **Approval of Agenda**

3. **Public Comment (3 minutes per speaker)** *Time is allotted under Public Comment for those persons who wish to speak for up to three minutes on any item NOT on the agenda. Persons who wish to speak on matters on the agenda will be heard for up to three minutes when the Chair calls for comments. After persons have spoken on an agenda item, the hearing can be closed by the Chair and the matter is subject to discussion and action by the TAC. Persons wishing to speak are requested to fill out a speaker card.*

4. **Agency Reports**

- a. Contra Costa Sheriff's Department
- b. California Highway Patrol
- c. East Contra Costa Fire Protection District
- d. Knightsen Community Services District
- e. Office of Supervisor Diane Burgis

5. **Consent Items**

All matters listed under Consent Items are considered by the TAC to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the TAC or a member of the public prior to the time the TAC votes on the motion to adopt.

- a. APPROVE Draft Record of Actions – June 16, 2020

6. **Presentations**

- a. Update on Covid-19 for Contra Costa County (*Lea Castleberry, Office of Supervisor Diane Burgis*)

7. **Items for Action and/or Discussion**

- a. Update on Downtown Knightsen Beautification

8. **Committee Reports/Member Reports**

- a. Code Enforcement

9. **Correspondence (R= Received S=Sent)**

- a. R-06/16/20 Contra Costa County Planning Commission Cancellation Notice for June 24, 2020
- b. R-07/01/20 Contra Costa County Zoning Administrator Agenda for July 6, 2020
- c. R-06/24/20 Contra Costa County Planning Commission Cancellation Notice for July 8, 2020
- d. R-07/09/20 Contra Costa County Planning Commission Cancellation Notice for July 22, 2020

10. **Future Agenda Items**

- a. *September Agenda* - Update on Knightsen Wetlands Project (*Abby Faitman, Habitat Conservancy*)
- b. Discuss Community Events (*Chair Kim Carone*)

11. **Adjourn**



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Contra Costa County Board of Supervisors and the County Planning Agency.*

DRAFT

Record of Actions

Meeting start time: 7:30 p.m.

Tuesday, June 16, 2020

1. CALL TO ORDER/ ROLL CALL/PRESENTATION OF COLORS:

- a.) **Call to Order:** Meeting called to order by Vice Chair Steudle.
- b.) **Members Present:** Vice Chair Steudle, Councilmember Allsup, and Councilmember Reyna.
- c.) **Members Absent:** Chair Carone and Councilmember Jehs
- d.) **Presentation of Colors:** Led by Vice Chair Steudle.

- 2. APPROVAL OF AGENDA:** Motion to approve the agenda as presented made by Vice Chair Steudle. Second made by Councilmember Allsup. Motion carried 3-0. AYES: Allsup, Reyna and Steudle.

3. PUBLIC COMMENT:

Gil Sommerhalder – appreciates the extra time KTAC is taking to make the community better.
Chester Holms – complaints of inconsiderate neighbors and appreciates those who are doing their jobs.

4. AGENCY REPORTS:

- a.) **East Contra Costa Fire Protection District:** Battalion Chief Ross Macumber provided the activity report for the month May; the District established a new app to report weed abatement concerns. Director Stephen Smith provided a Fire District update/overview.
Public Comment: Gil Sommerhalder – should you look at a new approach for funding? Sounds like it's time to file Chapter 13.
- b.) **Contra Costa Sheriff's Department:** Lt. Mark Johnson provided the activity report for the month of May. Item 7.a moved to discuss under 4.b for Detective Rossi's update – the Office of the Sheriff and Code Enforcement abated this property back in 2017 and again in 2018. There are recently reports of another grow and the property owner claims this is hemp. Office of the Sheriff had tried making contact with the Ag Department to confirm the grow and if permits had been pulled. No confirmation received at this point. Lea Castleberry offered to facilitate a meeting between the Ag Department, Sheriff's Office and Code Enforcement to determine steps moving forward.
Public Comment: Gil Sommerhalder – what is the difference between hemp and cannabis?
Trish Bello-Kunkel – we need agencies involved to be communicating.
- c.) **California Highway Patrol:** Officer Donnie Thomas provided the activity report for the month of May.
- d.) **Knightsen Town Community Services District:** Director Bello-Kunkel provided an update on the future of the Knightsen Town CSD. The board voted June 4, 2020 to adopt a resolution for a November election for 2 seats expiring; no July meeting; August meeting the board will be adopting their annual budget.
- e.) **Contra Costa County Code Enforcement Department:** Code Enforcement Officer, Conrad Fromme provided an update and took questions or concerns from the board and community.
Public Comment: Trish Bello-Kunkel – Question about livestock.
- f.) **Office of Supervisor Diane Burgis:** Lea Castleberry provided an update on 2020 Census.

5. CONSENT ITEMS:

- a.) **Accept the Draft Record of Actions for May 19, 2020:** Motion to approve the Draft Record of Actions as presented made by Vice Chair Steudle. Second made by Councilmember Allsup. Motion carried: 3-0. AYES: Allsup, Reyna, and Steudle.

6. PRESENTATIONS:

- a.) **Update on Covid-19 for Contra Costa County:** Lea Castleberry, Office of Supervisor Diane Burgis provided an update on Covid-19 and Shelter-In-Place Order for Contra Costa County.

7. ITEMS FOR ACTION AND/OR DISCUSSION:

- a.) **Orwood Road Truck Traffic:** Item moved to discussed under 4.b.
- b.) **Update on Downtown Knightsen Beautification:** Lea Castleberry reported that Public Works is reviewing the Agreement from BNSF and also looking at other potential sites where there are county easements and relocate the signs. Relocating the signs is not an ideal solution and hopeful we can find a resolution with BNSF.
Public Comment: Gil Sommerhalder – Eden Plains and Knightsen Avenue is a County easement and may be a location.
Paul Kunkel – Can we fall under the current agreement for the community clean-up days?

8. COMMITTEE REPORTS/MEMBER REPORTS

- a.) **Code Enforcement:** No Report.

9. CORRESPONDENCE (R= Received S=Sent)

- a.) R-05/22/30 Contra Costa County Planning Commission Agenda for May 27, 2020
- b.) R-05/28/20 Contra Costa County Zoning Administrator Agenda for June 1, 2020
- c.) R-06/02/20 Contra Costa County Planning Commission Cancellation Notice for June 10, 2020
- d.) R-06/11/20 Contra Costa County Zoning Administrator Agenda for June 15, 2020

FUTURE AGENDA ITEMS

- Update on Knightsen Wetlands Project
- Discuss Community Events

ADJOURNMENT

There being no further business before the Knightsen Town Advisory Council, Vice Chair Steudle adjourned the meeting at 8:50pm. The next scheduled Knightsen Town Advisory Council meeting is July 21, 2020 at 7:30pm held via teleconference.

RECEIVED

JUN 16 2020

~ CANCELLED ~

COUNTY PLANNING COMMISSION BY: _____

CONTRA COSTA COUNTY

WEDNESDAY, JUNE 24, 2020

30 MUIR ROAD, MARTINEZ, CA 94553

CHAIR: Rand Swenson
VICE-CHAIR: Kevin Van Buskirk
COMMISSIONERS: Jeffrey Wright, Donna Allen, Bhupen Amin, Bob Mankin, Ross Hillesheim

NOTICE: Commission may change the order of items on the agenda at the beginning of the meeting.

No new items involving the opportunity for public hearing will be considered by the Commission after 10:00 P.M. unless specifically authorized by a unanimous vote of the Commission present. The Commission will adjourn at 10:30 P.M. unless there is a unanimous consent to continue. Items not heard may be rescheduled to the next meeting.

The Community Development Division of the Department of Conservation and Development will provide reasonable accommodations to those persons needing translation services and for persons with disabilities who wish to participate in County Planning Commission meetings. Please contact Hiliana Li at least 48 hours before the meeting at (925) 674-7792.

**** 6:30 P.M.****

1. PUBLIC COMMENTS:
2. STAFF REPORT:
3. COMMISSIONERS' COMMENTS:
4. COMMUNICATIONS:

PLEASE NOTE: THE NEXT MEETING OF THE CONTRA COSTA COUNTY PLANNING COMMISSION WILL BE ON WEDNESDAY, JULY 8, 2020.

Staff reports prepared for hearing items may be obtained by calling the Community Development Division at (925) 674-7205 or by visiting our office at 30 Muir Road, Martinez, California. Environmental Impact Reports have been prepared for each of the agenda items indicated by an asterisk (*).

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Community Development Division to a majority of members of the County Planning Commission less than 72 hours prior to that meeting are available for public inspection at the Community Development Division of the Department of Conservation and Development, 30 Muir Road, Martinez, California during normal business hours.

Information about this hearing may be obtained online from the Contra Costa County website at <http://www.co.contra-costa.ca.us> under the Department of Conservation & Development's homepage, Commission and Committees and County Planning Commission. Recordings of this hearing are available for reviewing or copying purposes at the Community Development Division of the Department of Conservation and Development, 30 Muir Road, Martinez, California during normal business hours. We are open continuously from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Friday. Advance arrangements may be made by calling (925) 674-7205.

CONTRA COSTA COUNTY ZONING ADMINISTRATOR

MONDAY, JULY 6, 2020
30 MUIR ROAD
MARTINEZ, CA 94553

RECEIVED

JUL - 1 2020

BY: _____

1:30 P.M.

To slow the spread of COVID-19, the Health Officer's Shelter Order of April 29, 2020, prevents public gatherings. In lieu of a public gathering, the County Zoning Administrator will be accessible live online or by telephone to all members of the public as permitted by the Governor's Executive Order N29-20.

Zoning Administrator meetings can be accessed live either online or by telephone.

ACCESS THE MEETING LIVE ON LINE AT: <https://cccounty-us.zoom.us/j/91970747916>

ACCESS THE MEETING BY TELEPHONE AT (888) 278-0254 FOLLOWED BY ACCESS CODE
198675##

When accessing the meeting online by computer, you will be asked to either install a plug-in or to join by web browser. When accessing the meeting online by mobile device, you will be prompted to install an application.

PERSONS WHO WISH TO ADDRESS THE ZONING ADMINISTRATOR DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA MAY DO SO EITHER ONLINE OR BY TELEPHONE. IF ACCESSING THE MEETING ONLINE, REQUEST TO SPEAK BY CLICKING THE "RAISE HAND" FUNCTION. IF ACCESSING THE MEETING BY TELEPHONE, REQUEST TO SPEAK BY DIALING #2.

PUBLIC COMMENTS MAY ALSO BE SUBMITTED BEFORE OR DURING THE MEETING BY EMAIL AT planninghearing@dcd.cccounty.us

All commenters will be limited to three (3) minutes each. Comments submitted by email will be included in the record of the meeting but will not be read or played aloud during the meeting. The Zoning Administrator may reduce the amount of time allotted per commenter at the beginning of each item or public comment period depending on the number of commenters and the business of the day. Your patience is appreciated.

If you wish to view the meeting only, but not participate, the meeting can be viewed at http://contra-costa.granicus.com/ViewPublisher.php?view_id=13.

NOTICE: The Zoning Administrator may alter the order of agenda items at the meeting.

The Community Development Division of the Department of Conservation and Development will provide reasonable accommodations to those persons needing translation services and for persons with disabilities who wish to participate in Zoning Administrator meetings. Please contact Hiliana Li at least 48 hours before the meeting at (925) 674-7792.

1. PUBLIC COMMENTS:
2. LAND USE PERMIT: CLOSED PUBLIC HEARING:
- 2a. DEWING PARK RECREATION CLUB (APPLICANT AND OWNER), County File #LP19-2033.). The applicant requests approval to modify the existing land use permit (County File #LP57-570) for the Dewing Park swim club. The modifications include: 1) expansion of membership and hours of operation; 2)

allowing amplified sound; and 3) allowing an increased size for an existing freestanding identification sign. The project also includes the following variance requests: 4) 73 off-street parking spaces (where 171 spaces are required); 5) a 7-foot, 10-inch rear yard (where 15 feet is required) for an existing BBQ structure; 6) a 3-foot, 10-inch setback (where 20 feet is required) for an existing freestanding sign; and 7) a 9-foot, 7-inch rear yard (where 15 feet is required) for an existing, unpermitted storage room addition to the main pool building. The project is located at 2016 Olympic Boulevard in the unincorporated Walnut Creek area. (Zoning: Single Family Residential, R-10) (Assessor's Parcel Number: 184-170-066) (Continued from June 15, 2020 TM) SS Staff Report

3. MINOR SUBDIVISION: PUBLIC HEARING:

- 3a. DUANE W. DOHSE (Applicant & Owner), County File Number MS19-0008: The applicant is seeking approval of a vesting tentative map to subdivide a 19.57-acre property into two parcels with a designated remainder. No development is proposed with this application. An exception to Division 914 (drainage) of the County Ordinance is being sought in order to forgo collect and convey requirements for existing development in the area of proposed Parcel B. The subject property is located at 305 Bollinger Estates Court in the unincorporated San Ramon area (Zoning: A-2 General Agricultural District) (APN: 199-370-016, -021). AV Staff Report

4. DEVELOPMENT PLAN: PUBLIC HEARING:

- 4a. ROBERT PALLEN (Applicant) / BLACKHAWK CENTERCAL LLC (Owner), County File DP20-3001: The applicant requests approval of a Development Plan for Pallen's Martial Arts, an educational use, to be located in a tenant suite in a commercial retail building in the Blackhawk Plaza commercial center. The application includes approval of one storefront sign for the tenant suite pursuant to the Blackhawk Plaza Tenant Sign Criteria Manual. The project site is 4050 Blackhawk Plaza Circle, Suite B9, in the Blackhawk area of unincorporated Contra Costa County. (Zoning: P-1, Planned Unit District; -CE, Cannabis Exclusion Combining District) (Assessor's Parcel Number: 203-780-018). SM Staff Report
- 4b. STEVEN CARZOLI (Applicant) / MARIUS EVANS AND MENGXI LIU (Owners), County File DP19-3028: The applicant requests approval of a Development Plan for a Small Lot Design Review to construct a residential and garage addition and reduce the size of the existing attached garage for a net addition of 2,248.5 square feet to an existing 2,945.5 square-foot single-family residence on a lot that does not meet the required minimum width of 120 feet in the R-20 Single-Family Residential District. The project site is 11 Serena Gardens, in the Walnut Creek area of unincorporated Contra Costa County. (Zoning: R-20 Single-Family Residential District) (Assessor's Parcel Number: 180-080-002). SM Staff Report

5. LAND USE PERMIT: PUBLIC HEARING:

- 5a. JASON BURNS (Applicant)/ CENTER AVENUE PROPERTIES (Owners), County File Number LP20-2004: The applicant requests approval of a Land Use Permit to allow the establishment of Shoot the Moon, a commercial cannabis delivery business, serving recreational and medicinal cannabis clients. The cannabis delivery business will be located within an existing industrial/commercial business park on Center Avenue in Pacheco. The project includes tenant improvements within a 2,090 square-foot warehouse floor area consisting of interior partitions to define storage, office and parking spaces for proposed business. The proposed cannabis delivery business would operate under a California Type 10-Delivery license and in accord with applicable County ordinances. The subject property is located at 111 Center Avenue in the Pacheco area. (Zoning: L-I, Light Industrial District) (APN: 125-031-007). The subject property is located

at 111 Center Avenue in the Pacheco area. (Zoning: L-I, Light Industrial District) (APN: 125-031-007). AV Staff Report

- 5b. JOE CASTORENA (Applicant); BLACKHAWK CENTERCAL PROPERTIES, LLC (Owner), County File #LP19-2038: A request for approval of a Land Use Permit / Development Plan combination application to establish a dog daycare, boarding, and grooming business, Dogtopia, within an existing tenant space in the Blackhawk Plaza commercial center. The application includes approval of two storefront signs for the tenant suite. The property is located at 4050 Blackhawk Plaza Circle, Suite B11, in the Blackhawk area of unincorporated Contra Costa County. (Zoning: Planned Unit District, P-1 & Cannabis Exclusion Combining District, -CE) (Assessor's Parcel Number: 203-780-018). SJ Staff Report
6. VARIANCE: PUBLIC HEARING:
- 6a. RYAN BOSWORTH (Applicant) RYAN BOSWORTH & TOMMY TRAN (Owners), County File #VR19 1051. The applicant requests approval of variances to allow: a 1-foot, 10-inch side yard along the western property boundary (where 5 feet is required), an 8-foot, 9-inch side yard along the eastern property boundary (where 10 feet is required), and a 10-foot, 7-inch side yard aggregate (where 15 feet is required) all to allow the construction of 1st and 2nd story additions and a new wooden deck for an existing single-family residence; a 0-foot side yard along the western property boundary (where 3 feet is required) to construct a retaining wall up to 5-feet in height; and a 0-foot side yard along the eastern property boundary (where 10 feet is required) for two tandem off-street parking spaces. The applicant also requests approval of a small lot design review to allow the construction of the proposed improvements on a substandard lot. The subject property is located at 58 Canyon Lakes Drive in Port Costa. (Zoning: Single Family Residential District, R-6); (Assessor Parcel Number: 368-145-024) SS Staff Report
7. COMPLIANCE REVIEW: PUBLIC HEARING:
- 7a. JEFF STONE (Applicant) & MICHAEL SCARPELLI (Owner), County File #CV19-0107 & TP19-0059: The applicant is seeking approval of a modification to Condition of Approval (COA) #15D of Minor Subdivision County File #MS93-0021, and a Tree Permit to remove nine code-protected trees, and work within the dripline of an additional 7 code-protected trees, to allow for the construction of an onsite detention basin rather than offsite drainage improvements to comply with County drainage requirements. The project site includes 1973 La Cadena - and three vacant easterly adjacent parcels bounded by La Cadena to the south, Avenida Nueva to the east, and Calle Los Callados to the north – in the Diablo area. (Zoning: R-20 Single Family Residential, -UE Urban Farm Animal Exclusion Combining District) (APN: 195-260-010, -013, -014, -015). AV Staff Report

PLEASE NOTE: THE NEXT MEETING OF THE CONTRA COSTA COUNTY ZONING ADMINISTRATOR
WILL BE HELD ON MONDAY, JULY 20, 2020.

~ CANCELLED ~

COUNTY PLANNING COMMISSION

CONTRA COSTA COUNTY

WEDNESDAY, JULY 8, 2020

30 MUIR ROAD, MARTINEZ, CA 94553

RECEIVED

JUN 24 2020

CHAIR: Rand Swenson
VICE-CHAIR: Kevin Van Buskirk
COMMISSIONERS: Jeffrey Wright, Donna Allen, Bhupen Amin, Bob Mankin, Ross Hillesheim

BY: _____

NOTICE: Commission may change the order of items on the agenda at the beginning of the meeting.

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Commission meetings can be accessed live either online or by telephone.

ACCESS THE MEETING LIVE ONLINE AT http://contra-costa.granicus.com/ViewPublisher.php?view_id=14.

ACCESS THE MEETING BY TELEPHONE AT (888) 251-2949 FOLLOWED BY ACCESS CODE 9612966##.

When accessing the meeting online by computer, you will be asked to either install a plug-in or to join by web browser. When accessing the meeting online by mobile device, you will be prompted to install an application. If you need assistance with your audio, please dial 888-796-6118. If you need assistance with your online access, please dial 888-793-6118.

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**** 6:30 P.M. ****

1. PUBLIC COMMENTS:
2. STAFF REPORT:
3. COMMISSIONERS' COMMENTS:
4. COMMUNICATIONS:

PLEASE NOTE: THE NEXT MEETING OF THE CONTRA COSTA COUNTY PLANNING COMMISSION WILL BE ON WEDNESDAY, JULY 22, 2020.

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RECEIVED

JUL - 9 2020

BY: _____

~ CANCELLED ~

**COUNTY PLANNING COMMISSION
CONTRA COSTA COUNTY
WEDNESDAY, JULY 22, 2020
30 MUIR ROAD, MARTINEZ, CA 94553**

CHAIR: Rand Swenson
VICE-CHAIR: Kevin Van Buskirk
COMMISSIONERS: Jeffrey Wright, Donna Allen, Bhupen Amin, Bob Mankin, Ross Hillesheim

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2. STAFF REPORT:
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4. COMMUNICATIONS:

PLEASE NOTE: THE NEXT MEETING OF THE CONTRA COSTA COUNTY PLANNING COMMISSION WILL BE ON WEDNESDAY, AUGUST 12, 2020.