

Community Development Dept.  
Planning Division  
450 Civic Center Plaza  
Richmond, CA 94804



Telephone: (510) 620-6706  
Fax: (510) 620-6858  
[www.ci.richmond.ca.us/planning](http://www.ci.richmond.ca.us/planning)

## NOTICE OF STUDY SESSION (PLN23-309)

**NOTICE IS HEREBY GIVEN** that the **DESIGN REVIEW BOARD** of the City of Richmond will conduct an in-person study session to consider the following project:

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**PROJECT NO:** PLN23-309  
**PROJECT NAME:** Bay Hills Community Church  
**PROJECT ADDRESS:** 4555 Hilltop Drive  
**SITE APN's:** 426-330-002-4, 426-330-009-9  
**APPLICANT:** Ronnie M. Turner  
**PROPERTY OWNER:** Bay Hills Community Church

**DESCRIPTION:** Study session to provide and receive comments on the proposed demolition of an existing church and construction of a new 33,700 square-foot church with sanctuary, offices, parking, and landscaping.

**ENVIRONMENTAL REVIEW:** The City has not yet made an environmental review determination for this project. An environmental determination is not needed at this time because the Design Review Board will not be taking an action on the project at the study session.

**STAFF PLANNER:** Virginia Morgan, Project Associate  
(916) 329-8897 ext. 5650  
[vmorgan@migcom.com](mailto:vmorgan@migcom.com)

**HEARING DATE & TIME:** February 28, 2024 at 6:00PM

**LOCATION:** This meeting will be held in person only:  
  
Multi-Purpose Room, Basement Level  
440 Civic Center Plaza  
Richmond, CA. 94804

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### Why did I receive this notice?

You are receiving this notice because you have either previously requested notifications from the Planning Division, or a project has been proposed in your neighborhood and all property owners within a minimum 300-foot radius of the project site are required to be notified under the Richmond Municipal Code.

### Where can I get more information about this project?

The complete file for this project is available for public review at the Planning Division during the hours of 8:30 AM and 4:00 PM Monday through Thursday and 8:30 AM and 12:30 PM on Friday. You can also find out more about the project by contacting the staff planner listed above.

### What can I do if I have comments on the project?

You can submit your comments in the following ways:

1. Joining the meeting in person at the date and time listed above;

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2. Through U.S. mail sent to Planning Division, 450 Civic Center Plaza, 2<sup>nd</sup> Floor, Richmond, CA 94804; or
3. Through email sent to [drbcomments@ci.richmond.ca.us](mailto:drbcomments@ci.richmond.ca.us).

Written comments sent through U.S. mail or email MUST be received by the Planning Division prior to 3:00 PM on the date of the meeting and contain the following in the subject line:

- "Open Forum" for comments on non-agenda items; or
- "Agenda Item #[insert agenda item number]" for comments on agenda items.

Pursuant to Section 65009 of the California Government Code, if you challenge this matter in court, you may be limited to those issues you or someone else raised at the meeting described in this notice, or in written correspondence on the matter delivered to Planning Division at, or prior to the meeting. Any written correspondence delivered to the Planning Division before the action on the matter will become a part of the administrative record.

**Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least three days before the meeting. To make the request, please contact the Planning Division at (510) 620-6706 or [planning@ci.richmond.ca.us](mailto:planning@ci.richmond.ca.us). Requests will be granted whenever possible and resolved in favor of accessibility.