



MEMORANDUM

Date: May 29, 2026
From: Derek Farmer, Assistant Director of Community and Economic Development ^{Initial} DF
Subject: **Actions of the Zoning Administrator**

The following actions were taken by the Zoning Administrator (ZA) within the past week.

P26-0362, Cottage Food Operation

Cottage Food Operation for roasting green coffee beans, packaging roasted coffee beans, and selling them directly to customers and cafes with no direct sales at the property located at 5650 San Juan Way. (APN: 948-10-34) The project is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301- Existing Facilities. CEQA's Class 1 exemption applies to negligible or no expansion of existing use.

Action: Approved w/Conditions
Action Date: 5/22/2026
Effective date: 6/2/2026

P26-0333, Single-Family Design Review

Single Family Design Review to construct a 452-square-foot single-story addition with a maximum height of 17 feet at 3108 Joanne Circle. (APN: 946-4548-42) The project is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301(e)- Existing Facilities. CEQA's Class 1 exemption applies to minor additions to existing structures .

Action: Approved w/Conditions
Action Date: 5/22/2026
Effective date: 6/2/2026

How to Appeal a ZA Action:

All ZA actions become effective on the 11th day after the action is taken. Appeals must be filed within the 10-day appeal period by 5 pm on the last day. If you wish to appeal any of the actions, please contact the Planning Division prior to the effective date. You may submit appeal requests via [email](#) or in person to the Planning Division office located at 200 Old Bernal Avenue during the following hours:

- Mondays: 9 am to 4 pm
- Tuesdays, Wednesdays, and Thursdays: 9 am to 1 pm

A written request for appeal shall include the pertinent facts and the basis for the appeal, indicating the specific grounds for the appeal, where there was an error or abuse of discretion by the previous review authority in the consideration and action on the matter being appealed, and/or where the decision was not supported by the evidence on the record. The appeal shall be accompanied by the [Application Form](#) and filing fee identified in the [Master Fee Schedule](#).

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Derek Farmer

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City of Pleasanton

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