

**Minutes**  
**Clayton Planning Commission Special Meeting**  
**Wednesday, May 27, 2020**

**1. CALL TO ORDER, ROLL CALL, PLEDGE TO THE FLAG**

Chair Peter Cloven called the meeting to order at 7:00 p.m. using the web conferencing platform Zoom in accordance with the Governor's executive order to shelter-in-place and teleconferencing means to protect residents, officials, and staff during the Covid-19 pandemic.

Present: Chair Peter Cloven  
Vice Chair A.J. Chippero  
Commissioner Bassam Altwal  
Commissioner Terri Denslow  
Commissioner Frank Gavidia

Absent: None

Staff: Community Development Director Matthew Feske  
Assistant Planner Milan Sikela, Jr.

**2. ADMINISTRATIVE**

- 2.a. Review of agenda items.
- 2.b. Declaration of conflict of interest.
- 2.c. Vice Chair A.J. Chippero to report at the City Council meeting of June 2, 2020.

**3. PUBLIC COMMENT**

None.

**4. MINUTES**

- 4.a. Approval of the minutes for the April 28, 2020 Planning Commission meeting.

**Vice Chair Chippero moved and Commissioner Altwal seconded a motion to approve the minutes, as amended. The motion passed 4-0-1 (Abstain – Chair Cloven).**

**5. PUBLIC HEARINGS**

None.

## 6. OLD BUSINESS

None.

## 7. NEW BUSINESS

**GPA-01-20, City of Clayton.** Review of the Fiscal Year 2020-2021 Capital Improvement Program Projects for Conformity with the Clayton General Plan.

City Engineer Scott Alman presented the staff report.

Commissioner questions and comments included the following:

- The word “handicap” is no longer used. The correct term is “person with disability”. When referring to a ramp that provides improved access for a person with disability, the correct term is an American With Disabilities Act (ADA) ramp.
- Elaborate on Pine Hollow Road Upgrade. Mr. Alman explained that, as a result of Green Infrastructure, Stormwater C.3 requirements, other applicable State regulations, and concerns over the existing right-of-way width on Pine Hollow Road, the cities of Concord and Clayton have entered into a joint application for a complete streets study grant to create a coordinated complete streets improvement project. Both jurisdictions are working together to install new curb, gutters, and sidewalks along Pine Hollow Road as well as a complete streets design for bicycle traffic, green stormwater infrastructure, and a new Clayton entryway sign.
- Noticed the budget amount went up from \$599,477 to \$872,360 for the Pavement Preservation project. Mr. Alman explained that there were budget adjustment which set aside more Road Maintenance and Rehabilitation Account monies for the Pavement Preservation project.
- The \$1,039,660 total capital related expenditure figure appears less than the combined amount of all the estimated Capital Improvement Program (CIP) project costs.
- For the field rehabilitation project, it appears that half of the estimated completion cost will be un-funded. Mr. Alman indicated that certain CIP projects are funded from a combination of various funding source such as fees, grants, credits, and accumulated interest earnings while others remain on hold until funding becomes available.
- The utility underground project appears to be funded on annual allocations. Mr. Alman concurred and added that the City receives \$21,000 in fund credits per year from Pacific Gas and Electric in accordance with California Public Utilities Commission requirements. The \$103,660 amount includes a five-year credit advance that is available to the City to complete the project.
- At approximately \$1,000,000 per 300 feet, it is obviously very expensive to underground utilities. Mr. Alman concurred and indicated that was the impetus for the City to participate in the Rule 20A credit program.

Commissioner Gavidia moved and Vice Chair Chippero second a motion to find the City's Capital Improvement Program projects for the Fiscal Year 2020-2021 are in conformity with the Clayton General Plan and there is no possibility that this finding may have a significant effect on the environment. The motion passed 5-0.

**8. COMMUNICATIONS**

8.a. Staff – None.

8.b. Commission – None.

None.

**9. ADJOURNMENT**

9.a. The meeting was adjourned at 7:20 p.m. to the regularly-scheduled meeting of the Planning Commission on May 12, 2020.

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Submitted by  
Milan J. Sikela, Jr.  
Assistant Planner

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Approved by  
Peter Cloven  
Chair