

**Minutes**  
**City of Clayton Planning Commission**  
**Regular Meeting**  
**Tuesday, September 26, 2023**

**1. CALL TO ORDER**

Chair Richard Enea called the meeting to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chair Enea led the Pledge of Allegiance.

**3. ROLL CALL**

Present:                   Chair Richard Enea  
                                  Vice Chair Maria Shulman  
                                  Commissioner Joseph Banchemo  
                                  Commissioner Bretten Casagrande  
                                  Commissioner Daniel Richardson

Planning Commission Secretary/Community Development Director Dana Ayers and Assistant Planner Milan Sikela were present from City staff.

**4. ACCEPTANCE OF THE AGENDA**

There were no changes to the agenda as submitted.

**5. PUBLIC COMMENT**

There were no public comments on any item not on the agenda.

**6. CONSENT CALENDAR**

**A. Minutes of Planning Commission Meeting of August 22, 2023.**

There being no member of the public attending in person or virtually who wished to comment on the Consent Calendar, Chair Enea invited a motion. Commissioner Richardson moved to adopt the Consent Calendar with Meeting Minutes of the August 22, 2023, meeting, as submitted. Commissioner Casagrande seconded the motion. The motion passed by vote of 5 to 0.

**7. PUBLIC HEARING**

**A. Munoz Variance (VAR-01-2023)**

This is a public hearing on a request by Nina and John Munoz for approval of a Variance (VAR-01-2023) to allow an existing legal non-conforming 9.3-foot interior side yard setback to be reduced to 4 feet for purposes of constructing a bathroom addition to an existing single-family residence at 1217 Gamay Drive, Assessor's Parcel Number (APN) 119-552-011.

Commissioner Banchemo advised that he lived proximate to the property that was the subject of this request and that he would be recusing himself from this item. He left the room at this time.

Assistant Planner Milan Sikela presented the item and shared a slide deck comprised of the graphics attached to the staff report. He stated that staff recommended approval of the requested variance. There were no questions from Commissioners.

Chair Enea opened the public hearing on the item.

Applicant Nina Munoz said she and her family lived in the home in Clayton for 40 years. They liked the location of their home and hoped to stay in the home and expand the master bedroom closet and bathroom in it. She thanked the Commission for their time to consider their variance request.

There was no member of the public attending in person or virtually who wished to comment on the item. Chair Enea closed the public hearing.

Vice Chair Shulman moved to adopt proposed Resolution No. 05-2023 attached to the staff report, approving Variance Application VAR-01-2023. Commissioner Casagrande seconded the motion. The motion passed by vote of 4 to 0.

Commissioner Banchemo rejoined the meeting at this time.

**8. COMMUNICATIONS**

Vice Chair Shulman suggested that there be a standard set that new Planning Commissioners are sworn in within two weeks of appointment.

Director Ayers said that swearing in of new Commissioners is typically the responsibility of the City Clerk, and the Clayton City Clerk had sworn in prior years' appointees. Director Ayers did not know why the prior City Clerk had not sworn in the new Planning Commissioners after their appointment in late June and prior to her resignation effective in early September.

Vice Chair Shulman also suggested that new Planning Commissioners should be encouraged to attend the CalCities Planning Commissioners conference, as the CalCities conference may be more beneficial than the County Planning

Commissioners conference that she mentioned at the previous Planning Commission meeting. She understood that City staff indicated that the City could pay for a Commissioner to attend one conference or the other, but not both.

Director Ayers explained that the CalCities conference is held each year in a different location around the state. When the conference location was held in a location that would require travel and lodging expenses, it was more costly for the City. She stated that Vice Chair Shulman's suggestion might necessitate an increase in the training budget for Planning Commissioners and could be part of the City Council's discussion of the City budget for next fiscal year.

## 9. ADJOURNMENT

The meeting was adjourned at 7:21 p.m. to the next regular meeting of the Planning Commission on October 10, 2023.

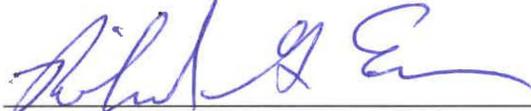
Respectfully submitted:



---

Dana Ayers, AICP, Secretary

Approved by the Clayton Planning Commission:



---

Richard Enea, Chair