



Regular Meeting
Tuesday, August 13, 2024
7:00 p.m.

Hoyer Hall at Clayton Community Library
6125 Clayton Road, Clayton, California
and
Via Zoom Webinar
Webinar ID: [865 8589 9518](https://claytonca.gov/community-development/planning/planning-commission/planning-commission-agendas/)

This meeting is being held with accommodations for both in-person and virtual attendance and participation by the public. Members of the public who prefer to view or listen to the meeting and to address the Planning Commission remotely during the meeting may do so using the methods listed under “Instructions for Virtual Planning Commission Meeting Participation” below.

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

Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; and 3) Ohm’s Bulletin Board, 1028 Diablo Street, Clayton. A digital copy of the Agenda with a complete packet of information including staff reports and exhibits related to each agenda item is available for public review on the City’s website at <https://claytonca.gov/community-development/planning/planning-commission/planning-commission-agendas/>.

Any writings or documents provided to a majority of the Planning Commission after distribution of the Agenda Packet and regarding any public item on this Agenda are available for review on the City’s website at <https://claytonca.gov/community-development/planning/planning-commission/planning-commission-agendas/>.

If you have a physical impairment that requires special accommodations to participate, please call the City Clerk’s office at least 72 hours in advance of the meeting at 925-673-7300.

Most Planning Commission decisions are appealable to the City Council within 10 calendar days of the decision. Please contact Community Development Department staff for further information immediately following the decision. If the decision is appealed, the

City Council will hold a public hearing and make a final decision. If you challenge a final decision of the City in court, you may be limited to raising only those issues you or someone else raised at the public hearing(s), either in spoken testimony at the hearing(s) or in written correspondence delivered to the Community Development Department at or prior to the public hearing(s). Further, any court challenge must be made within 90 days of the final decision on the noticed matter.

Instructions for Virtual Planning Commission Meeting Participation

The following options are provided as a courtesy for those who would prefer to view, listen to, or provide comments remotely for the meeting. While City staff will make every effort to facilitate virtual participation in the meeting, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time.

Videoconference: To join the meeting on-line via smart phone or computer, click on the link: <https://us02web.zoom.us/j/86585899518> or, through the Zoom application, enter **Webinar ID:** 8861 892 5085. No registration or meeting password is required.

Phone-in: Dial toll free 877-853-5257. When prompted, enter the Webinar ID above.

E-mail Public Comments: If preferred, please e-mail public comments to the Interim Community Development Director at InterimCDD@claytonca.gov by 5:00 p.m. on the day of the Planning Commission meeting. All emailed public comments received prior to 5:00 p.m. on the day of the Planning Commission meeting will be forwarded to the entire Planning Commission.

Each person attending the meeting via video conferencing or telephone and who wishes to speak on an agendized or non-agendized matter shall have a set amount of time to speak as determined by the Planning Commission Chair.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL AND SWEARING IN OF REAPPOINTED COMMISSIONERS**
4. **ELECTION OF CHAIR AND VICE-CHAIR**
5. **ACCEPTANCE OF THE AGENDA:** The Planning Commission will discuss the order of the agenda, may amend the order, add urgency items, note disclosures or intentions to abstain due to conflict of interest on agenda items, and request Consent Calendar items be removed from the Consent Calendar for discussion. The Planning Commission may also remove items from the Consent Calendar prior to that portion of the Agenda.
6. **PUBLIC COMMENT (Non-Agenda Items):** This time has been set aside for members of the public to address the Planning Commission on items of general interest within the subject matter jurisdiction of the City. Although the Planning Commission values your comments, pursuant to the Brown Act, the Planning Commission generally cannot take any action on items not listed on the posted agenda. At the Chair's discretion, up to three minutes will be allotted to each speaker.
7. **CONSENT CALENDAR:** The following routine matters may be acted upon by one motion. Individual items may be removed by the Planning Commission for separate discussion at this time or under Acceptance of the Agenda.
 - A. **MINUTES:**
Planning Commission Meeting of May 28, 2024
8. **COMMUNICATIONS:** This time is set aside for the Planning Commission to make requests of staff, and/or for issues of concern to Planning Commissioners to be briefly presented, prioritized, and set for future meeting dates. This time is also provided for staff to share any informational announcements with the Commission.
9. **ADJOURNMENT**

The next Planning Commission Regular Meeting is Tuesday, August 27, 2024.

Minutes
City of Clayton Planning Commission
Regular Meeting
Tuesday, May 28, 2024

1. CALL TO ORDER

Chair Richard Enea called the meeting to order at 7:02 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 Bretten Casagrande
 Commissioner Daniel Richardson

Absent: Commissioner Joseph Banchero

Planning Commission Secretary/Community Development Director Dana Ayers was present from City staff. City Engineer Larry Theis was

4. ACCEPTANCE OF THE AGENDA

There were no changes to the agenda as submitted.

5. PUBLIC COMMENT

There were no comments from the public on any matter not on the agenda.

6. CONSENT CALENDAR

A. Minutes of Planning Commission Regular Meeting of April 23, 2024.

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. Vice Chair Shulman moved to adopt the Consent Calendar with Meeting Minutes of the April 23, 2024, meeting, as submitted. Commissioner Casagrande. The motion passed by vote of 4 to 0.

7. ACTION ITEM

A. **Determination of Conformity of the Fiscal Year 2024/2025 Capital Improvement Plan Projects with the Clayton General Plan (GP-01-2024).**

Section 65401 of the California Government Code requires the Planning Commission to determine whether projects proposed in the City's Capital Improvement Plan (CIP) for planning, initiation or construction during the ensuing fiscal year are in conformity with the General Plan. The Planning Commission is requested at tonight's meeting to review the draft list of CIP projects for which funding is proposed to be identified for planning, initiation, or construction during fiscal year (FY) 2024/2025, and to make determinations of General Plan consistency for the projects, in accordance with the Government Code. The Planning Commission's determination will be forwarded to the City Council for their consideration prior to the City Council's adoption of the final CIP for the next fiscal year. *(CEQA Status: Exempt)*

Director Ayers introduced the item and summarized the staff report and recommendation.

Chair Enea invited the public to speak on the item. There was no one attending the meeting in person or virtually who wished to comment on the item. Chair Enea invited questions or comments from Commissioners.

Chair Enea asked about a project to add speed bumps at Wallace Drive and North Mitchell Canyon Road. Commissioner Richardson said he was familiar with the intersection and had observed people traveling at high speeds on the approaches to it.

In response to Vice Chair Shulman, Director Ayers advised that the text of Circulation Policy 9C, which referenced "applicable" City standards, was intended to be broad and encompass the variety of standards of various street types such as arterial and collector streets, rather than specifically identify the standards of each street type.

Vice Chair Shulman also asked about the project to reduce the number of vehicle lanes in the Dana Hills neighborhood. Director Ayers and City Engineer Larry Theis advised that the discussion of potential changes to that roadway was an ongoing discussion between the City Council and residents.

In response to Vice Chair Shulman, Director Ayers and City Engineer Theis also advised that the geographic information system (GIS) was an ongoing project. Several layers for utilities, roads, trails and land use had been created in the past year using grant funds, and development of the system

with additional layers with pipelines, drainage and trail details would continue into future years. Director Ayers stated that the GIS was currently internally accessible to City staff.

There being no further questions or comments from Commissioners, Chair Enea invited a motion. Commissioner Richardson moved to adopt the resolution attached to the staff report, finding the that the Fiscal Year 2024/2025 Capital Improvement Plan projects conform with the City of Clayton General Plan. Vice Chair Shulman seconded the motion. The motion passed by vote of 4 to 0.

8. COMMUNICATIONS

Director Ayers reminded the Commission that the public could submit comments on the 2024 Countywide Local Hazard Mitigation Plan through May 31, 2024.

Commissioners thanked Director Ayers for her service to the City.

9. ADJOURNMENT

The meeting was adjourned at 7:18 p.m. to the next regular meeting of the Planning Commission on June 11, 2024.

Respectfully submitted:

Secretary

Approved by the Clayton Planning Commission:

Richard Enea, Chair