

**Minutes  
City of Clayton Planning Commission  
Regular Meeting  
Tuesday, March 26, 2024**

**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, Assistant Planner Milan Sikela, and Administrative Assistant Lesley Sanders 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 comments from the public on any matter not on the agenda.

**6. CONSENT CALENDAR**

**A. Minutes of Planning Commission Regular Meeting of February 27, 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. Commissioner Casagrande moved to adopt the Consent Calendar with Meeting Minutes of the February 27, 2024 meeting, as submitted. Vice Chair Shulman seconded the motion. The motion passed by vote of 5 to 0.

## 7. PUBLIC HEARING

### A. Douglas Road Planned Development – Request for Approval of Site Plan Review Permit Application SPR-01-2024.

This is a public hearing on a request by Erik Fjellbo and Linda Fjellbo for approval of a Site Plan Review Permit (SPR-01-2024) to allow the construction of two custom, detached single-family residences on two newly created lots that were established as part of the Douglas Road Planned Development Parcel Map. The residence on Parcel B is a split-level residence measuring approximately 4,855 square feet in area, 21 feet in height on the front elevation, and 30 feet in height on the rear elevation. The residence on Parcel C is a split-level residence measuring approximately 4,795 square feet in area, 22 feet in height on the front elevation, and 32 feet in height on the rear elevation. Both residences would be located at 500 Douglas Road, Parcels B and C (Assessor's Parcel Numbers 119-560-019 and 119-560-020, respectively).

Assistant Planner Sikela presented the information in the staff report and shared a slide deck with an overview of the project. He concluded by stating that staff recommended approval of the project, subject to conditions in the resolution attached to the staff report.

There were no questions from Commissioners. Chair Enea opened the public hearing on the item. Director Ayers advised that the applicants were present should Commissioners have any questions for them.

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

There being no further comments from Commissioners, Chair Enea invited a motion on the item. Commissioner Casagrande moved to adopt the resolution attached to the staff report, approving a Site Plan Review Permit to allow the construction of two custom, detached single-family residences on two newly-created lots that were established as part of the Douglas Road Planned Development Parcel Map located at 500 Douglas Road (SPR-01-2024). Vice Chair Shulman seconded the motion. The motion passed by vote of 5 to 0.

## 8. COMMUNICATIONS

There were no communications Commissioners. Director Ayers advised that staff had received an appeal on the action taken by the Commission at its February 27, 2024 meeting, to approve an extension of the entitlement for the Oak Creek Canyon Residential Development. The matter would be presented to the City Council in the coming weeks.

**9. ADJOURNMENT**

The meeting was adjourned at 7:24 p.m. to the next regular meeting of the Planning Commission on April 9, 2024.

Respectfully submitted:



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Dana Ayers, AICP, Secretary

Approved by the Clayton Planning Commission:



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Richard Enea, Chair