Minutes
City of Clayton Planning Commission Meeting
Tuesday, June 23, 2009

Call to Order

Chair Catalano called the meeting to order at 7:00 p.m. at Hoyer Hall, 6125 Clayton Road, Clayton.

Present: Chair Tuija Catalano, Vice Chair Ed Hartley, Commissioner Bob Armstrong, Commissioner Keith Haydon, Commissioner Sandra Johnson

Absent: None

Staff: Community Development Director David Woltering
Assistant Planner Milan Sikela, Jr.

Administrative

1A. Review of agenda items.

1B. Commissioner Armstrong to report at the special meeting of the City Council on June 30, 2009.

Approval of Minutes

2. Approval of minutes from the meeting of June 9, 2009.

Commissioner Haydon moved and Commissioner Johnson seconded a motion to approve the minutes from the meeting of June 9, 2009, as amended. The motion passed 5-0.

Public Hearings

3. **ZOA 01-09, Municipal Code Amendment, City of Clayton.** An amendment of Section 15.08.030.B (City Review and Approval of Sign Permits) of the Clayton Municipal Code to allow for administrative review and approval of specified minor signs.

Assistant Planner Sikela presented the staff report.

Planning Commission questions included:

- The words "...unless otherwise specified in an applicable master sign plan" should be added to the end of the clause in Section 15.08.030.B.1.c.
- A clause should be added under Section 15.08.030.B.1 that gives the Community Development Director the authority to refer sign proposals to the Planning Commission.
- Why would a neighborhood/district entry sign have to be reviewed by the Planning Commission? Assistant Planner Sikela responded that neighborhood district entry signs are permanent in nature, create a significant visual impact, and are a character statement for the City. As a result, the decision makers at the time evidently felt that discretionary review of neighborhood/district entry signs was necessary.
- Why would public/quasi-public institution signs have to be reviewed by the Planning Commission? Assistant Planner Sikela indicated that, given the scale and massing of public/quasi-public institutional buildings, signage for such buildings would create a significant visual impact. Since these types of buildings are more rare in Clayton, the decision makers at the time these sign provisions were established evidently felt that discretionary review of these entry signs was necessary.
- All of the other modifications previously requested by the Planning Commission have been made and the amended Sign Provisions look good.

Commissioner Hartley moved and Commissioner Haydon seconded a motion to approve Resolution No. 02-09, amended to include Planning Commission comments, which recommends City Council adoption of the proposed amendments of the Clayton Municipal Code regarding administrative approval of minor signs. The motion passed 5-0.

Old Business

4. None.

New Business

5. None.

Communications

6A. Staff

Director Woltering indicated the following:

- The two new Planning Commissioners—Ted Meriam and Dan Richardson—will be coming into City Hall for an orientation this week.
- General Plan Housing Element Update will be moving forward at a special meeting of the City Council on June 30, 2009.
- Rivulet project on hold until the City receives funds from the applicant to move forward.
- Staff is looking at further amendments to the Town Center Specific Plan.
- Staff has identified sections of the Zoning Ordinance that are outdated and need updating.
- Tonight is the last official meeting for Commissioner Hartley and Commissioner Haydon. It has been a pleasure working with both of you.

6B. Commission

Chair Catalano indicated that Commissioner Hartley and Commissioner Haydon brought tremendous wisdom and insight to the Planning Commission.

Commissioner Hartley indicated that he had a great time serving on the Planning Commission and enjoyed the very important role of being a Commissioner.

Commissioner Haydon indicated that he has thoroughly enjoyed his assignment and being part of the development of Clayton.

Commissioner Johnson said she learned a lot from Commissioner Hartley and Commissioner Haydon.

Adjournment

7. The meeting was adjourned at 7:40 p.m.

Submitted by
David Woltering, AICP
Community Development Director

Approved by
Tuija Catalano
Chair

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