

Minutes
City of Clayton Planning Commission Meeting
Tuesday, February 23, 2010

Call to Order

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

Present: Chair Bob Armstrong, Vice Chair Sandra Johnson, Commissioner Tuija Catalano, Commissioner Ted Meriam, Commissioner Dan Richardson

Absent: None

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

Administrative

1A. Review of agenda items.

1B. Chair Armstrong to report at the City Council meeting on March 2, 2010.

Public Comment

None.

Approval of Minutes

2. Approval of minutes from the meeting of February 9, 2010.

Commissioner Meriam moved and Vice Chair Johnson seconded the motion to approve the minutes from the meeting of January 26, 2010, as amended. The motion passed 5-0.

Public Hearings

3. None.

Old Business

4. None.

New Business

5. Study session regarding Planning Commission Meeting Procedures and Protocol.

Director Woltering presented the staff report.

Vice Chair Johnson said the information was filled with good advice.

Commissioner Richardson said the information was helpful to clarify the process for conducting the Commission meetings.

Commissioner Meriam indicated that the Commission typically waits until after its discussion to make a motion; he questioned whether that practice should be modified based on the information provided by staff.

Commissioner Catalano indicated that it makes for a better public record when all Commissioners get involved and share their individual perspectives.

Commissioner Richardson indicated that process milestones need to be clarified such as staff first presents the staff report, the Commission clarifies components of the item with staff, the Commission then receives a presentation from the applicant, the public hearing is opened, etc.

Commissioner Richardson suggested as had Commissioner Meriam that there needs to be clarification and agreement as to whether discussion should precede or follow making a motion.

Director Woltering indicated that typically discussion should occur prior to a motion being made so that the information received by the Commission from the staff, applicant, and public can be reviewed collectively.

Commissioner Richardson indicated that for an emotionally-charged audience it will be important to have a standard protocol.

Commissioner Catalano said three minutes is a standard length of the time limit imposed for public comments and is a standard that this Commission had used in the past.

Director Woltering added, if you have a large number of speakers, a consistently-applied time limit would be useful.

Commissioner Catalano indicated that the Commission may have to ask clarifying questions of the applicant or public members.

Director Woltering answered that the Commission needs to be judicious about re-opening the public hearing as those representing other viewpoints may want the opportunity to add comments or clarifications.

Chair Armstrong indicated that the project sponsor probably should not have a time limit for speaking.

Director Woltering indicated that a time limit for the project sponsor's representatives of perhaps a maximum of 30 minutes may be useful, particularly at larger meetings to assure that there is time for all public comments.

Commissioner Catalano and Commissioner Richardson suggested that a shorter speaking time limit for the applicant's representatives would make them more efficient and focused in their presentation.

Chair Armstrong inquired that, if we have speakers from other cities, should we let speakers from Clayton speak first?

Director Woltering indicated that it would not be appropriate, suggesting that the order of speakers be impartial.

Commissioner Richard inquired whether the Commission motion should be in response to staff's recommendation on a matter.

Director Woltering indicated, yes. However, he clarified that does not suggest the Commission necessarily accept the staff recommendation. The Commission could refer to the staff recommendation as a base and modify from there, giving its rationale for its motion. The motion could be a denial with rationale.

Commissioner Richardson indicated that providing findings is important.

Director Woltering indicated that, in the course of the Commission's discussion, the Commission should quite specific about its findings, even directing staff to return at the next meeting for a resolution listing findings and a motion. If the Commission follows the staff report and supports staff's recommendation, staff will have provided the findings for that action with the staff report. But if there is a component of the Commission's action that adds to or amends the staff recommendation, the Commission should clarify its rationale for the action with its findings.

Commissioner Catalano indicated that it is important to also get "pro" and "con" perspectives when the Commission has a split vote.

Commissioner Meriam inquired if he is able to abstain from a vote.

Director Woltering answered yes, and that he explain the reason for the abstension.

Commissioner Meriam asked if someone votes "no", should they give an explanation?

Director Woltering answered, yes, stating that it is important for the parties involved to understand the rationale for the vote.

The Commission agreed to use "The Basic Format for an Agenda Item Discussion" described in the "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century" as the standard guide for conducting its future meetings. The Commission indicated, though, that for its purposes it would want to have an opportunity for Commission discussion prior to a motion being made for an agenda item.

Vice Chair Johnson moved and Commissioner Meriam seconded a motion to approve the Planning Commission Procedures and Protocol in accordance with Rosenberg's Rules of Order, with the caveat that the Planning Commission have a discussion prior to the motion being made. The motion passed 5-0.

Communications

6A. Staff.

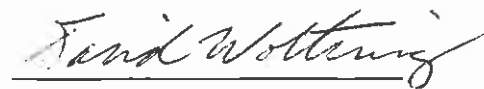
Director Woltering provided an update on the Hurd Ranch demo permit, Water Efficient Landscape Ordinance, Creekside Terrace, and the Clayton Community Church project.

6B. Commission.

Commissioner Meriam indicated he would not be attending both meetings in March.

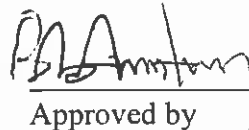
Adjournment

7. The meeting was adjourned at 9:10 p.m.



Submitted by
David Woltering, AICP
Community Development Director

Plng Comm:2010:Minutes:0223



Approved by
Bob Armstrong
Chair