

Minutes
City of Clayton Planning Commission Special Meeting
Tuesday, February 26, 2008

Call to Order

Chair Haydon called the meeting to order at 7:03 p.m. at the Library Meeting Room, Clayton Community Library, 6125 Clayton Road, Clayton.

Present: Chair Keith Haydon, Vice Chair Tuija Catalano, Commissioner Bob Armstrong, Commissioner Ed Hartley, Commissioner Joe Odrzywolski

Absent: None

Staff: Community Development Director Jeremy Graves
Assistant Planner Milan Sikela, Jr.

Administrative

1A. Review of agenda items

1B. Chair Haydon to report at the March 4, 2008 City Council meeting

Public Comment

None.

Approval of Minutes

2. Approval of minutes from the special meeting of February 11, 2008

Chair Haydon moved and Commissioner Armstrong seconded a motion to approve the minutes from the meeting of February 11, 2008, as submitted. The motion passed 5-0.

Public Hearings

3A. **HOP 01-08, Home Occupation Permit, Carol Hallberg, 8 Whitt Court (APN 118-211-008).** A home occupation permit to allow a personal training business to have a maximum of six clients per day and a maximum of thirty clients per week visit the applicant's residence for training.

Commissioner Odrzywolski recused himself since his residence is within 500 feet of the project site.

The public hearing was opened. Assistant Planner Sikela presented the staff report.

Commissioner Hartley asked if Whitt Court is a public street. *Staff responded that it was a public street of standard width.*

Carol Hallberg, the applicant, indicated the following:

- Wants to work with clients one-on-one, with no more two at one time as clients arrive and depart.
- The business will not interfere with anyone in the neighborhood.
- Clients will park in the driveway of the subject residence.

Linda Ehler, 11 Whitt Court, read aloud a letter opposing the project.

Planning Commission comments and questions included:

- Does the neighborhood have a homeowners association? *Ms. Ehler answered "No."*
- If there is only one person at the applicant's house at one time, is that still a problem? *Ms. Ehler answered "Yes."*
- One or two cars at a time will not create a traffic problem.
- The applicant could have done a better job of informing the neighborhood of the proposed business.

Vice Chair Catalano moved and Commissioner Hartley seconded a motion to approve home occupation permit HOP 01-08, with findings and conditions of approval recommended by staff. The motion passed 5-0.

Commissioner Odrzywolski returned to the meeting.

- 3B. **MAP 01-08, Lot Line Adjustment, JoAnn Caspar**, 945 Oak Street (APNs 119-040-036 and 119-040-037). A lot line adjustment to transfer approximately 1,000 square feet of land from APN 119-040-036 to APN 119-040-037.

Commissioner Armstrong moved and Vice Chair Catalano seconded a motion to continue the public hearing to the next regular meeting of March 11, 2008. The motion passed 5-0.

- 3C. **SPR 01-08, Site Plan Review Permit, JoAnn Caspar**, 945 Oak Street (APN 119-040-036). A site plan review permit to allow the construction of a custom single-family residence measuring approximately 3,000 square feet in area and 29 feet in height.

Chair Haydon moved and Commissioner Odrzywolski seconded a motion to continue the public hearing to the next regular meeting of March 11, 2008. The motion passed 5-0.

- 3D. **DP 01-08, Development Plan, Komgold**, 1005 and 1007 Oak Street (APNs 119-050-009 and 119-050-034). A request for approval of a development plan to allow the construction of a two-story mixed-use commercial/residential building with approximately 7,000 square feet of commercial retail on the first floor and eight residential units on the second floor.

The public hearing was opened. Assistant Planner Sikela presented the staff report.

Commission questions included:

- Will changing the site plan effect the architecture? *Staff answered "Yes."*
- Have we resolved the CEQA issue? *Staff responded "No. However, the applicant is preparing the site plan with attention given to CEQA review requirements."*
- Will the affected agencies be reviewing the site plan? *Staff answered "Yes."*

Robert Staehle, representative of the applicant, indicated the following:

- We understand that the site plan will affect the architecture.
- The internal garage spaces could be divided by chain link fences.
- Location of elevator entrance for residential and retail needs to be on High Street.
- The second-story club room could be used as a "common room" by the residents.

- It is intended for the second-story residences to be condominiums.
- Stone facing at southeast corner of the building will provide a visual anchor; it will soften with landscaping.
- Prefer second-story window awnings only be located on the central element of the High Street elevation.

Commission comments and questions included:

- Is stucco an appropriate “western” look for Clayton?
- What material would be used if stucco is not used? Could brick or modular block be used?
- Consensus is that two elements on the Oak Street elevation could be stucco. *Mr. Staehle indicated that the balcony units on the Oak Street elevation could use horizontal planks that are a different width than the horizontal planks used on the central tower of the Oak Street elevation.*
- The Oak Street elevation of the garage may benefit from faux windows with bars as a tribute to the former City jail that was located in the Town Center. *Mr. Staehle expressed concern that bars on the windows would be out of the character for the project.*
- Consensus is that windows with jail bars should be used on the Oak Street elevation of the garage.
- A trellis could wrap around the southeast corner and allow for landscaping to hang down over the masonry wall.
- When the site plan is prepared, it should show the footprints of the existing buildings and the proposed building.
- The south end of the project site is four feet higher than the north end—what do you propose to do? *Mr. Staehle indicated that the design team is working on it and that there may be a grade break in the ground floor.*
- Overall, we’re very happy with the architecture.
- Consensus is that the 3-D renderings will be updated—especially for the first and second floors at the southeast corner of the building—and that the materials sample board will be updated.

Chair Haydon moved and Commissioner Hartley seconded a motion to continue the public hearing for development plan DP 01-08 to the next regular meeting of March 11, 2008. The motion passed 5-0.

3E. GPA 01-07, Town Center General Plan Update, City of Clayton. An amendment of the *General Plan* Land Use Element, Circulation Element, and Community Design Element to make additions, revisions, and deletions of various goals, policies, objectives, standards, permitted uses, guidelines, text, and figures regarding development in the Town Center as well as other miscellaneous minor revisions and updates. *Continued from the special meeting of February 11, 2008.*

Chair Haydon moved and Commissioner Odrzywolski seconded a motion to continue the public hearing for general plan amendment GPA 01-07 to the meeting of March 11, 2008. The motion passed 5-0.

- 3F. **SPA 01-07, Town Center Specific Plan Update, City of Clayton.** An amendment of the *Town Center Specific Plan* including, but not limited to, Chapters 1 (Introduction), 3 (Municipal Services), 4 (Urban Design), 5 (Circulation), and 6 (Financial Implementation) to make additions, revisions, and deletions of various goals, policies, objectives, standards, permitted uses, guidelines, text, and figures. *Continued from the special meeting of February 11, 2008.*

Chair Haydon moved and Commissioner Odrzywolski seconded a motion to continue the public hearing for specific plan amendment SPA 01-07 to the next regular meeting of March 11, 2008. The motion passed 5-0.

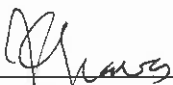
Communications

6A. Staff – Director Graves announced that he has accepted an offer to be the Community Development Director for the City of Sausalito. He noted that he has enjoyed working with the Planning Commission for the past 8½ years, especially on a variety of projects in the Town Center. The Commissioners expressed appreciation for his work in the Town Center and wished him good luck in his new position.

6B. Commission – None.

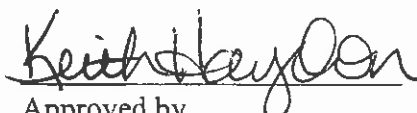
Adjournment

7. The meeting was adjourned at 9:30 p.m.



Submitted by
Jeremy Graves, AICP
Community Development Director

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Approved by
Keith Haydon
Chair