

Minutes
Clayton Planning Commission Meeting
Tuesday, September 10, 2013

1. CALL TO ORDER, ROLL CALL, PLEDGE TO THE FLAG

Chair Manning called the meeting to order at 7:00 p.m. at the First Floor Conference Room, City Hall, 6000 Heritage Trail, Clayton.

Present: Chair Gregg Manning
Vice Chair Dan Richardson
Commissioner David Bruzzone
Commissioner Keith Haydon
Commissioner Sandra Johnson

Absent: None.

Staff: Community Development Director Charlie Mullen

2. ADMINISTRATIVE

2.a. Review of agenda items. No Changes.

2.b. Declaration of Conflict of Interest. None.

2.c. Planning Commissioner Sandra Johnson to report at the City Council meeting of September 17, 2013 (alternate: Commissioner Keith Haydon).

3. PUBLIC COMMENT

None.

4. MINUTES

4.a. Approval of the minutes for the August 27, 2013 regular meeting.

Commissioner Haydon moved and Commissioner Bruzzone seconded a motion to approve the minutes, as submitted. The motion passed 4-0-1 (Vice Chair Richardson abstained).

5. PUBLIC HEARINGS

5.a. **SPR-05-13, Site Plan Review Permit, Steve and Sue Brye, 19 Atchinson Stage Road, APN: 120-031-003.** Public Hearing to consider a Site Plan Review Permit request to construct a single-story addition on an existing single-story single-family residence. The addition is proposed to be approximately 515 square feet in area and 16 feet, 6 inches in height.

Community Development Director Mullen informed the Commission that an inadvertent error in the Public Hearing notification to surrounding properties had occurred and stated the matter would need to be continued and rescheduled to the September 24, 2013 Planning Commission meeting to allow for re-noticing.

By consensus, the Planning Commission agreed to the continuance and rescheduling of the item.

- 5.b. **(Continued Item) ZOA-03-13, Municipal Code Amendment, City of Clayton.** Public Hearing to consider a City-initiated Ordinance to Amend Portions of Title 17 of the Clayton Municipal Code, Establishing Regulations for Cottage Food Operations.

Community Development Director Mullen presented the staff report.

Commissioner Haydon requested a clarification on the definition reference to the Health and Safety Code. Director Mullen responded.

Commissioner Bruzzone requested a clarification on Section 7 of the Draft Ordinance. Director Mullen responded.

The public hearing was opened. There were no public comments. The public hearing was closed.

Commissioner Haydon moved and Commissioner Johnson seconded a motion to adopt Resolution No. 05-13 recommending City Council approval of an Ordinance amending portions of Title 17 of the Clayton Municipal Code, establishing a definition and regulations for the review and approval process for proposed cottage food operations as home-based businesses within the City of Clayton. The motion passed 5-0.

6. OLD BUSINESS

None.

7. NEW BUSINESS

None.

8. COMMUNICATIONS

8.a. Staff.

- Director Mullen handed out the Planning Commission Procedures and Protocol, adopted March 9, 2010 as an annual refresher. Director Mullen pointed out the reference under Item No. 6, that “a second is not an absolute requirement for a vote on a matter” was in conflict with Robert’s Rules of Order. Director Mullen handed out two different summaries on motions per Robert’s Rules of Order. Some Commission discussion ensued followed by consensus that the Director should bring back revisions for the Commission to consider.
- Director Mullen handed out the Planning Commission Conflict of Interest Maps as an annual refresher. Some Commission discussion ensued with a response from the Director.
- Director Mullen provided updates on Silver Oak Estates, Skipolini’s Bocce Ball Courts, Oak Creek Canyon Subdivision and anticipated items on the September 24, 2013 Planning Commission agenda.

8.b. Commission.

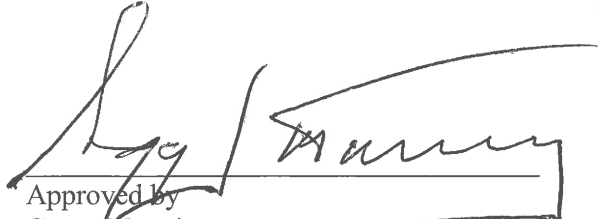
None.

9. ADJOURNMENT

9.a. The meeting was adjourned at 7:58 p.m. to the next regularly-scheduled meeting of the Planning Commission on Tuesday, September 24, 2013 at 7:00 p.m.



Submitted by
Charlie Mullen
Community Development Director



Approved by
Gregg Manning
Chair

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