



AGENDA
PLANNING COMMISSION
Regular Meeting
7:00 P.M. on Tuesday, October 22, 2013
First Floor Conference Room, City Hall, 6000 Heritage Trail, Clayton
Please note alternate meeting location

1. **CALL TO ORDER, ROLL CALL, PLEDGE TO THE FLAG**
2. **ADMINISTRATIVE**
 - 2.a. Review of agenda items.
 - 2.b. Declaration of Conflict of Interest.
 - 2.c. Vice Chair Dan Richardson to report at the City Council meeting of November 5, 2013 (alternate Commissioner David Bruzzone).
3. **PUBLIC COMMENT**
4. **MINUTES**
 - 4.a. Approval of the minutes for the October 8, 2013 regular meeting.
5. **PUBLIC HEARINGS**
 - 5.a. **HOP-13-13, Home Occupation Permit, Stephen Wheeler, 262 Mountaire Circle, APN: 119-222-005.** Public Hearing to consider a Home Occupation Permit request to conduct a tax preparation business from a single-family residence.

Staff Recommendation: Approve subject to Conditions and find the proposal is exempt under CEQA.
6. **OLD BUSINESS**

None.
7. **NEW BUSINESS**

None.

8. COMMUNICATIONS

8.a. Staff.

- **(Continued Discussion) Planning Commission Meeting Procedures and Protocol.**
Consideration of Minor amendments; CDD-04-13.

8.b. Commission.

9. ADJOURNMENT

9.a. The next regularly-scheduled meeting of the Planning Commission will be held on **Tuesday, November 12, 2013 at 7:00 p.m.**

Most Planning Commission decisions are appealable to the City Council within ten (10) calendar days of the decision. Please contact Community Development Department staff for further information immediately following the decision. If the decision is appealed, the City Council will hold a public hearing and make a final decision. If you challenge a final decision of the City in court, you may be limited to raising only those issues you or someone else raised at the public hearing(s), either in oral testimony at the hearing(s) or in written correspondence delivered to the Community Development Department at or prior to the public hearing(s). Further, any court challenge must be made within 90 days of the final decision on the noticed matter. If you have a physical impairment that requires special accommodations to participate, please contact the Community Development Department at least 72 hours in advance of the meeting at 925-673-7340. An affirmative vote of the Planning Commission is required for approval. A tie vote (e.g., 2-2) is considered a denial. Therefore, applicants may wish to request a continuance to a later Commission meeting if only four Planning Commissioners are present.

Any writing or documents provided to the majority of the Planning Commission after distribution of the agenda packet regarding any item on this agenda will be made available for public inspection in the Community Development Department located at 6000 Heritage Trail during normal business hours.

Minutes
Clayton Planning Commission Meeting
Tuesday, October 8, 2013

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

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

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

Absent: Vice Chair Dan Richardson (excused)

Staff: Community Development Director Charlie Mullen
Assistant Planner Milan J. Sikela, Jr.

2. ADMINISTRATIVE

2.a. Review of agenda items.

2.b. Declaration of Conflict of Interest.

2.c. Chair Gregg Manning to report at the City Council meeting of October 15, 2013.

3. PUBLIC COMMENT

None.

4. MINUTES

4.a. Approval of the minutes for the September 24, 2013 regular meeting.

Commissioner Haydon moved and Commissioner Johnson seconded a motion to approve the minutes, as amended. The motion passed 4-0-1.

5. PUBLIC HEARINGS

None.

6. OLD BUSINESS

None.

7. NEW BUSINESS

- 7.a. **Silver Oak Estates Planned Development project.** Informational presentation by project applicant Clyde Miles Construction Co. on a proposal to develop the 13.96-acre Hurd Ranch property located between the northerly terminus of Lydia Lane and south of Oakhurst Drive in Clayton. The current development proposal includes seven (7) single-family homes and 52 town homes located on approximately 5.37 acres, a neighborhood swimming pool and cabana on 0.59 acres, roadways and sidewalks on 2.10 acres and open space on 7.84 acres. The primary vehicular access is proposed from Oakhurst Drive at Yolanda Circle (east intersection) and a secondary access proposed from Lydia Lane. The property site is identified as 5701 Clayton Road; APN: 118-020-029; DP-01-10, MAP-01-10 & ENV-02-10.

Director Mullen introduced the item, indicated that no action or decisions will be made on the Silver Oak Estates Planned Development project at this meeting as this is an information outreach meeting only, and explained that John Peterson for Clyde Miles Construction would provide an informational presentation on the project.

Mr. Peterson described the project using display boards.

Commissioner Bruzzone asked will there be a traffic light installed at the intersection of Oakhurst Boulevard and Yolanda Circle? Mr. Peterson responded that no traffic light is being currently proposed.

Commissioner Johnson asked will there be an environmental impact report prepared for the project? Director Mullen responded that an environmental analysis is currently being conducted in order to determine the appropriate environmental document for the project, but we anticipate it may be in the form of an Initial Environmental Study/Mitigated Negative Declaration (IES/MND).

Commissioner Haydon had the following questions:

- Will there be access to the project across the bridge at the end of Lydia Lane? Mr. Peterson responded that only the seven single family residences will have access across the bridge at the end of Lydia Lane. A gate is proposed in order to curtail use of the bridge by non-residents.
- Will the open space proposed at the western edge of the project be active or passive open space? Mr. Peterson responded that it will be passive open space.
- What is the setback from Mt. Diablo Creek? Mr. Peterson responded that East County Habitat Conservation and Department of Fish and Game requires a minimum of a 50-foot setback from the top of the creek bank and from the edge of the dripline of any trees.

Chair Manning had the following comments and questions:

- I have concerns about use of the Lydia Lane bridge by increased vehicle traffic caused by the project. Mr. Peterson indicated that only automobiles used by occupants of the single-family residence would use the bridge.
- Recreational vehicles and motorhomes could be driven across the bridge by the occupants of the single-family residences. Mr. Peterson explained that the bridge is only nine feet in width which would preclude use of the bridge by larger vehicles.

- What type of perimeter fencing is being proposed for the project? Mr. Peterson responded that open mesh and wrought iron fencing is being proposed.
- What is the applicant's target date to commence construction? Mr. Peterson responded that early 2014 is the anticipated date to start construction with project build-out being completed within two years.

The public comment period was opened.

Chair Manning read the letters and emails received into the record.

Scott Gambill, 1816 Eagle Peak Avenue, indicated they had concerns regarding the potential traffic impacts caused by the project.

Bud Hedglen, 1770 Indian Wells Way, indicated he had concerns with the proposed height of the three-story townhomes and asked if golf ball fencing was proposed.

Bonnie Boswell, 2 Rachel Ranch Court, indicated she had concerns with impacts to the Lydia Lane bridge caused by vehicles crossing the bridge; the height of the townhomes; and potential for increased number of trash and recycling containers left in the street.

Jennifer Butticci, 343 Alexander Place, indicated she had concerns with increased traffic and use of the Lydia Lane bridge by vehicles; values open space, Lydia Lane bridge, and the trail running along Mt. Diablo Creek; and concerns with fencing and flood zone issues.

Isabella Carranza, 1843 Eagle Peak Avenue, indicated that the project should be toned down; retain open space; have fewer units; and provide for emergency vehicle access.

Shirley Jensen, 301 Saclan Terrace, indicated she had concerns with increased traffic; use of the Lydia Lane bridge by vehicles; size of homes; creek fencing; building design; and affordable housing.

Patt Rose, 5597 Morningside Drive, indicated she had concerns with potential drainage/flooding; pricing of townhomes and residences; not right fit; flooding impacts; and project quality.

Tim Johnathan, resident of Clayton, agreed with previous concerns expressed; concerned with traffic impacts and vehicular use of the Lydia Lane bridge; not right fit; and building height.

Amy Langdon, resident of Clayton, has concerns with traffic and Section 8 housing.

Mike Treppa, 19 Eagle Peak Place, needs thorough environmental analysis; concerned with three-story townhomes; lighting; and visual impacts.

Nancy Williams, 399 Alexander Place, asked if project will impact existing play structures in Lydia Lane Park.

Dawn Schadek, 8 Rachel Ranch Court, agrees with previous concerns expressed as well concerned with fencing and privacy.

Kyle Whitlinger, 201 South Brook Place, expressed concerns with traffic impacts and vehicular use of Lydia Lane bridge; scale back size of project.

Meredith Yalenty, 217 Round House Place, agrees with previous concerns; is concerned with traffic impacts and vehicular use of the Lydia Lane bridge; open space and trails; wildlife; and community input.

Tim Tye, 14 Casey Glen Court, agrees with previous concerns; is concerned with traffic impacts and vehicular use of the Lydia Lane bridge; eucalyptus trees; flooding; and gates.

Ann Vestal, 1737 Indian Wells Way, agrees with previous concerns; traffic at the intersection of Oakhurst Boulevard and Kirker Pass Road; not right fit; three-story building height.

Mark Kelson, 29 Tiffin Court, concerned if project complies with General Plan; historical features; and fencing.

Donald Gerken, resident of Clayton, concerned project is too high density and not right fit.

Dennis Romano, 302 Diablo Creek Court, concerned project would change character of neighborhood; no benefit; bridge should be limited to pedestrians; it would be good if the developer provided a new play structure in Lydia Lane Park.

Ronnie Grosvald, 301 Diablo Creek Court, indicated project is too dense; too tall; and concerned with "priced to sell" marketing by the developer.

Nick Pappani from Raney Planning and Management, the environmental consultant for the City of Clayton, provided an overview of the environmental analysis being conducted for the project.

Amy Langell, 408 Diablo Creek Place, asked how the public will be kept in the loop as the project moves forward. Director Mullen indicated that the project will be publicly noticed with notices being mailed to all properties within 1,000 feet of the project site, posted at the City's three posting boards, and published in the Contra Costa Times.

Chair Manning indicated that many of the concerns and issues raised will be analyzed in the environmental document and/or looked at by the Planning Commission as part of their review process.

There were no further comments. The public comment period was closed.

Director Mullen thanked everyone for coming to this informational meeting.

8. COMMUNICATIONS

8.a. Staff.

(Continued Discussion) Planning Commission Meeting Procedures and Protocol. Consideration of Minor amendments; CDD-04-13.

Director Mullen asked the Commissioners to provide to staff any modifications to the Planning Commission Meeting Procedures and Protocol document for the next meeting.

8.b. Commission.

Chair Manning indicated that he would not be able to attend the November 12, 2013 Planning Commission meeting.

9. ADJOURNMENT

9.a. The meeting was adjourned at 8:26 p.m. to the next regularly-scheduled meeting of the Planning Commission on Tuesday, October 22, 2013.

Submitted by
Charlie Mullen
Community Development Director

Approved by
Gregg Manning
Chair

Com Dev\Plng Comm\Minutes\2013\1008

PLANNING COMMISSION STAFF REPORT

Meeting Date: October 22, 2013

Item Number: 5.a

From: Milan J. Sikela, Jr. 
Assistant Planner

Subject: Public Hearing to consider a Home Occupation Permit request to conduct a tax preparation business from a single-family residence (HOP-13-13).

Applicant: Stephen Wheeler

REQUEST

Public Hearing to consider a Home Occupation Permit request to conduct a tax preparation business from a single-family residence.

PROJECT INFORMATION

Location: 262 Mountaire Circle
APN: 119-222-005

General Plan Designation: Low Density – Single Family Residential (1.1 to 3.0 units per acre).

Zoning: Single Family Residential R-10 District (10,000 square-foot minimum lot area).

Environmental Review: Categorically exempt per Section 15301 of the California Environmental Quality Act (CEQA) Guidelines.

Public Notice: On October 11, 2013, a public hearing notice was posted at the notice boards and mailed to property owners within 300 feet of the project site.

Authority: Section 17.71.030.A of the Clayton Municipal Code (CMC) authorizes the Planning Commission to approve a home occupation permit in accordance with the standards in Section 17.71.030.B.

DISCUSSION

The applicant has requested approval of a home occupation permit to allow the operation of a tax preparation business from a single-family residence located at 262 Mountaire Circle (see **Attachment 1**). According to the written supplement submitted by the applicant (see **Attachment 2**), the tax preparation business will operate Monday through Friday from 9:00 a.m. to 6:00 p.m. A maximum of two clients per day are estimated to visit the site. The majority of business workload and client visits will occur January through April in preparation of the tax filing deadline occurring on April 15 of each year, with sporadic and significantly less client visits occurring during the remainder of the year from late April through December.

Staff may administratively review and approve a home occupation permit if a proposed home-based business complies with the standards of approval listed in Clayton Municipal Code (CMC) Section 17.71.020.B (see **Attachment 3**). However, if the home occupation generates client traffic to the subject residence, Planning Commission review and approval is required, per CMC Section 17.71.030. Section 17.71.030.B.2 of the Municipal Code states:

“The home occupation shall not generate client/student traffic to the residence in excess of six (6) clients/students per day, unless the number is reduced by the Planning Commission. On Saturdays, client/student traffic may only occur between 9:00 a.m. and 5:00 p.m. Client/student traffic is prohibited on Sunday.”

Since the maximum number of clients proposed to visit the residence will not exceed two per day and the business will be conducted Monday through Friday from 9:00 a.m. to 5:00 p.m., the proposal meets the Municipal Code requirements as related to client/student traffic and days of operation. In addition, the proposal meets the other applicable home occupation standards of approval.

Parking Issues

The single-family residence proposed for the location of the home occupation has two covered parking spaces in the garage and two uncovered parking spaces in the driveway. Since the two vehicles of the homeowner (applicant) are parked in the garage, two off-street spaces will be provided for applicants in the driveway, thereby creating no impact to on-street parking as a result of the home occupation.

RECOMMENDATION

Staff recommends the Planning Commission consider all information provided and submitted, take and consider all public testimony and, if determined to be appropriate, approve Home Occupation Permit HOP-13-13 to allow a tax preparation business to be conducted from a single-family residence.

Proposed Findings of Approval

Based upon the evidence set forth in the staff report, which includes relevant information from the project file, as well as testimony at the public hearing, the Planning Commission makes the following findings that Home Occupation Permit HOP-13-13, as conditioned:

1. Is consistent with the General Plan designation and policies.
2. Meets the Home Occupation Permit standards of approval listed in Chapter 17.71 of the Clayton Municipal Code.

The above-stated findings assume acceptance and approval of the proposed condition of approval listed below.

Proposed Conditions of Approval

1. Home Occupation Permit HOP-13-13 is to allow a tax preparation business to be conducted from a single-family residence located at 262 Mountaire Circle (APN: 119-222-005).
2. The Home Occupation shall be conducted in compliance with requirements in Chapter 17.71 of the Clayton Municipal Code.
3. The applicant shall obtain a Clayton Business License prior to commencing operation of the home occupation. Business license application may be obtained from the City's website www.ci.clayton.ca.us or at Clayton City Hall from Office Assistant Jessica Boscacci, 6000 Heritage Trail, Clayton, 925-673-7310.
4. Upon City determination of a violation of or failure to comply with Clayton Municipal Code Chapter 17.71 and/or these Conditions of Approval, this Home Occupation Permit HOP-13-13 may be revoked, in accordance with Clayton Municipal Code Sections 17.64.050 – 17.64.070.
5. The applicant agrees to indemnify, protect, defend, and hold harmless the City and its elected and appointed officials, officers, employees, and agents from and against any and all liabilities, claims, actions, causes, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including, but not limited to, attorney's fees, costs, and disbursements arising out of or in any way relating to the issuance of this entitlement, any actions taken by the City relating to this entitlement, and any environmental review conducted under the California Environmental Quality Act for this entitlement and related actions.

Advisory Notes

Advisory notes are provided to inform the applicant of: (a) Clayton Municipal Code requirements; and (b) requirements imposed by other agencies. The advisory notes state requirements that may be in addition to the conditions of approval.

1. This Home Occupation Permit shall be used, exercised, or established within twelve months after the granting of the Permit, or a time extension must be obtained from the Planning Commission, otherwise the Permit shall be null and void (Clayton Municipal Code Sections 17.64.010-17.64.030).
2. If the project site is located within an area subject to covenants, conditions, and restrictions (CC&Rs) administered by a homeowners' association (HOA), additional requirements and/or approvals may be required by the HOA. Before proceeding with the project, it is advisable to check with the HOA to ensure any applicable requirements are met.

Attachments:

1. Vicinity Map
2. Written supplement with project description, submitted by the applicant, date stamped October 3, 2013
3. Clayton Municipal Code Chapter 17.71 – Home Occupation Permits

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VICINITY MAP

	Wheeler Residence HOP-13-13 Tax Business 262 Mountaire Circle APN: 119-222-005	N  (Not to Scale)
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ATTACHMENT - 1

Stephen R Wheeler EA
City of Clayton
Home Occupation Permit
Attachment to Application

Received
OCT 3 2013
City of Clayton

Business Activities

I operated a tax preparation and bookkeeping business on Clayton Road for more than 27 years. I am an Enrolled Agent licensed to practice before the IRS. I am semi-retired and I have reduced my business load by about 75%.

My business is seasonal and almost all client visits to my home will occur during the January-April 15th tax filing season. I have about 35 tax clients that will come to my home office each year. I will try to schedule no more than two tax interviews per day.

I have additional mail-in tax returns and monthly bookkeeping accounts that will normally require no client visits to my office. All of their tax and bookkeeping info is mailed to my Clayton post office box, or emailed, faxed, or picked up by me.

I will not add any new clients for at least the next two years. It is most likely that my business will diminish over time. This is my retirement business.

Parking

Parking for clients will be available on-site in the driveway. We park our cars in the garage.

Chapter 17.71

HOME OCCUPATION PERMITS

Sections

17.71.010	Purpose
17.71.020	Administrative Review
17.71.030	Planning Commission Review

17.71.010 Purpose. The purpose of the home occupation permit is to allow residents in residential districts to conduct limited commercial activities within the dwelling unit. The limited commercial activities must be subordinate and incidental to the residential use of the property.

17.71.020 Administrative Review.

A. Review Procedure. The Community Development Director may approve, approve with conditions, or deny a home occupation permit upon receipt of a completed application form and payment of a fee established by resolution of the City Council, provided that any approval of a proposed home occupation shall meet the standards set forth in subsection B. Decisions of the Community Development Director shall be documented in a notice of decision. The notice of decision shall be mailed on the day of the decision to the applicant and all owners of real property, as shown on the latest equalized assessment roll, within 300 feet of the subject site.

The Community Development Director shall refer any application to the Planning Commission for a decision if, in the judgment of the Community Development Director, the application may potentially have an adverse effect on the neighborhood residents.

B. Standards of Approval. Home occupation permits approved by the Community Development Director shall meet the following standards at all times.

1. The home occupation shall be subordinate and incidental to the primary use of the dwelling unit for residential-purposes.
2. The home occupation shall be compatible with and not change the character of adjacent residential areas.
3. The dwelling unit shall be located in an Agricultural, Residential, or Planned Development (Residential) District.
4. The home occupation shall not use more than one (1) room, or twenty-five percent (25%) of the habitable floor area of the principle structure, whichever is greater. Garage areas and living areas within accessory structures and secondary dwelling units shall not be considered as part of the habitable floor area of the principal structure.
5. No persons shall be employed, except the applicant and members of the resident family, in the conduct of the home occupation.
6. There shall be no merchandise or services for sale, except that produced or made on the premises, and which can be shipped directly, electronically, or sold at another location.
7. There shall be no signage or exterior indication of the home occupation.
8. There shall be no outside display or storage of goods or materials.

9. The home occupation shall not create any noise, odor, dust, fumes, vibrations, electrical interference, or other interference with the residential use of adjacent areas.

10. There shall be no use of utilities or community facilities beyond that normal to the residential use of the property.

11. The home occupation shall not decrease the number or size of parking spaces below that needed to meet the minimum off-street parking requirements for the residence.

12. Delivery vehicles shall be limited to those types of vehicles, which typically make deliveries to residential neighborhoods, such as postal service, parcel deliveries, pickup trucks, and light vans. A maximum of four deliveries per day is allowed.

13. The home occupation shall not generate client/student traffic to the residence.

14. Any chemicals or hazardous materials used or stored on the property shall not exceed that associated with normal household activities or hobby uses.

15. Any use of materials or mechanical equipment shall not exceed that associated with normal household activities or hobby uses.

C. Appeal Procedure. Any decision of the Community Development Director regarding a home occupation permit may be appealed to the Planning Commission within ten days of the notice of decision.

17.71.030 Planning Commission Review

A. Review Procedure. In accordance with the provisions of section 17.64.110, the Planning Commission may approve, approve with conditions, or deny a home occupation permit upon receipt of a completed application form and payment of a fee established by resolution of the City Council, provided that any approval of a proposed home occupation shall meet the standards set forth in subsection B. Decisions of the Planning Commission shall be filed in accordance with the provisions of section 17.68.010.

B. Standards of Approval. Home occupation permits approved by the Planning Commission shall meet the following standards at all times.

1. Standards listed in subsection 17.71.020.B.1 through 17.71.020.B.12.

2. The home occupation shall not generate client/student traffic to the residence in excess of six (6) clients/students per day, unless the number is reduced by the Planning Commission. On Saturdays, client/student traffic may only occur between 9:00 a.m. and 5:00 p.m.) Client/student traffic is prohibited on Sundays.

3. Any chemicals or hazardous materials used or stored on the property, beyond that associated with normal household activities or hobby uses, shall not create a hazard for the applicant or neighborhood residents.

4. Any use of materials or mechanical equipment beyond that associated with normal household activities or hobby uses, shall not create a nuisance for neighborhood residents.

C. Appeal Procedure. Any decision of the Planning Commission regarding a home occupation permit may be appealed to the City Council in accordance with the provisions of section 17.68.020. (Ordinance 357, 2001)



CITY OF CLAYTON PLANNING COMMISSION

PLANNING COMMISSION MEETING PROCEDURES AND PROTOCOL

Date Introduced for Adoption: February 23, 2010

Date Adopted: March 9, 2010

Date Amended: October 22, 2013

In accordance with Clayton Municipal Code Section 2.12.030 Election of Officers – Adoption of Rules of Business – Public Record, the City of Clayton Planning Commission formally adopted at its March 9, 2010 meeting the following procedures and protocol as a basis for guiding the conduct of its meetings:

The Procedures and Protocol for an Agenda Item Discussion at Clayton Planning Commission Meetings should be as follows:

1. The Chair should clearly announce the agenda item number and what the subject is. The Chair should then announce the format that should be followed.
2. The Chair should invite the appropriate people (e.g., staff, committee members, etc.) to report on the item, including any recommendation they might have.
3. The Chair should ask members of the Planning Commission if they have any technical questions of clarification regarding the report(s). The Chair should provide time for these questions and for appropriate responses.
4. The Chair should invite public comments at this point, and if this is a formal public hearing item, the Chair should formally open the public hearing before receiving the public's comments. If there are a larger number of persons wanting to provide comments, the Chair may establish a time limit for individuals commenting or use other measures to help assure that all persons are heard.* At the conclusion of the public comments, the Chair should announce that the public comment period has concluded or, in the case of a public hearing, that the public hearing is closed.
5. The Chair should invite general discussion of the Commissioners of the information received to this point on the agenda item. The Chair should encourage the participation of all the Commissioners in this discussion. After general discussion of the information received, the Chair should invite a motion from the Commissioners. The Chair should defer from making the motion unless the other Commissioners are reluctant to make the motion. The Chair should announce the name of the Commissioner who made the motion.
6. The Chair should determine if any member of the body wishes to second the motion. If a second does not come, the motion fails and does not come before the group. The Chair

should defer from making the second unless other Commissioners are reluctant to make the second. ~~A second is not an absolute requirement for a vote on a matter, so the Chair may proceed forward with a vote even though a second had not been made.~~

7. The Chair should make sure that everyone understands the motion. This can be accomplished in one of three ways:
 - a. The Chair can ask the maker of the motion to repeat it;
 - b. The Chair can repeat the motion; or
 - c. The Chair can ask the Secretary of the body to repeat the motion.
8. The Chair should invite discussion of the motion by the Commissioners. When the discussion has ended, the Chair should announce that the Commission will vote on the matter. At this point, the Chair may repeat the motion to make sure all are clear on the matter before the vote.
9. The Chair should then call for the vote. The Chair may ask simply for the “ayes” and the “nays”. If members of the body do not vote, then they should “abstain”. A simple majority determines whether the motion passes or is defeated.
10. The Chair should announce the result of the vote and what action (if any) the Commission has taken.

* Other measures include having staff meet with applicants in advance of meetings to establish time limits on the length of presentations, use speaker cards to better determine the number of speakers that will need to be accommodated, use of a timer to enforce the established time limits, asking for a show of hands to determine those in support of a particular position without individual speakers repeating the same position are all measures to better assure receiving input from larger gatherings of individuals within a constrained amount of time.