

Minutes
Clayton Planning Commission Meeting
Tuesday, October 22, 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
Assistant Planner Milan J. Sikela, Jr.

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.

3. PUBLIC COMMENT

None.

4. MINUTES

- 4.a. Approval of the minutes for the October 8, 2013 regular meeting.

Commissioner Haydon moved and Commissioner Johnson seconded a motion to approve the minutes, as submitted. The motion passed 4-0-1 (Vice Chair Richardson abstained as he was excused from 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.**

Assistant Planner Sikela presented the staff report.

Commissioner Haydon indicated that, although he initially thought that Condition of Approval 2 may need to be modified to clarify that a maximum of six clients per day could potentially be allowed to visit the subject residence per the Clayton Municipal Code Home Occupation Permit Standards of Approval, the wording in Condition of Approval 2 requiring the home occupation to be conducted in compliance with Chapter 17.71 of the Clayton Municipal Code is sufficient to address this issue.

Chair Manning asked were any comments received after the public hearing notices were sent out? Assistant Planner Sikela responded that no comments were received by staff.

The public hearing was opened.

Commissioner Johnson had the following questions:

- Will there be more than two clients per day visiting the subject residence? The applicant, Stephen Wheeler, responded that there would be no more than two clients visiting the residence per day.
- Will there be appointments on Saturdays? The applicant responded that there would be no Saturday appointments as business would only be conducted Monday through Friday.

The applicant had the following comments:

- One client at a time will visit the subject residence.
- In order to avoid having two clients show up at once, there will be two different appointment times for clients to choose from—9:00 a.m. and 2:00 p.m.
- Appointments generally last between one and two hours in length.
- After tax season is over on April 15, during the remainder of the year the majority of our work will be bookkeeping.

The public hearing was closed.

Vice Chair Richardson moved and Commissioner Haydon seconded a motion to approve Home Occupation Permit HOP-13-13, with the findings of approval and conditions of approval recommended by staff. The motion passed 5-0.

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.**

Vice Chair Richardson indicated that he initially thought that amending the Planning Commission Meeting Procedures and Protocol document would be necessary to address audience applause during the meeting; however, audience applause is addressed through inference since the wording in the document implies that, once the public hearing is closed, no further audience action would be allowed.

The other Commissioners concurred with Vice Chair Richardson's comments.

By consensus, the Planning Commission approved the Planning Commission Meeting Procedures and Protocol document, as amended and submitted by staff.

8.b. Commission.

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

Commissioner Bruzzone had the following questions:

- When does staff anticipate completion of the draft environmental document for the Silver Oak Estates project? Director Mullen responded that the draft environmental document should be completed by late November or early December, at which time the 30-day review period for the environmental document would commence.
- Would it be a good idea to visit the Silver Oak Estates project site prior to the item coming before the Planning Commission? Director Mullen responded that, yes, the Commissioners are encouraged to visit the Silver Oak Estates project site in order to assist in a greater understanding of the project parameters and attributes.

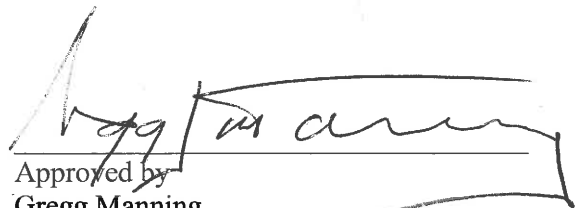
Commissioner Haydon thanked Director Mullen for his follow-up email regarding the Silver Oak Estates informational item that occurred at the October 8, 2013 Planning Commission meeting.

9. ADJOURNMENT

- 9.a. The meeting was adjourned at 7:28 p.m. to the joint City Council/Planning Commission Housing Element Study Session at the City Council meeting on Tuesday, November 5, 2013.



Submitted by
Charlie Mullen
Community Development Director



Approved by
Gregg Manning
Chair

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